



## TIPS FOR PROVIDING RECOGNITION

It's vital to recognize and appreciate your co-workers all year long, but it's especially important to celebrate them during Co-Worker Appreciation Week. Gallup research has shown that co-workers who receive recognition and praise are more productive, show enhanced loyalty to their organization, boost engagement among their colleagues, and are more committed to customers and patients.

The best way to recognize co-workers during Co-Worker Appreciation Week and throughout the year is to ensure your actions are authentic, meaningful, and motivating. Recognition can and should be quick and easy, but if done right, it will make a lasting impact.

## BEST PRACTICES FOR RECOGNITION

Best practices when it comes to giving recognition is to ensure that it is meaningful to the recipient. Below is an appreciation checklist:

- **Make it authentic and personal.** Highlight the value of the work and tap into what matters most to the individual.
- **Be specific.** Describe what the individual did, the outcome of their work, why it exceeded expectations, and how the team benefits from their specific contributions.
- **Align recognition to your organization's purpose.** Why did that individual's work make a difference in your department, school, or unit and/or to UCI?
- **Make it meaningful.** Plan your words in advance and invite peers to participate.
- **Appreciate frequently.** Research shows that co-workers want some form of recognition every seven days.
- **Make it timely.** Hold the appreciation moment as close to the event that you're recognizing as possible. If the recognition is not timely, the appreciation starts to lose its value.
- **Recognize unique qualities and make it personal.** Take note of what is important to your team members and what they bring to the table. Ensure that your recognition highlights their individual talents and strengths.
- **Share a story.** Highlight attributes that demonstrate the difference the person has made.
- **Encourage peer recognition.** Create a culture of recognition by encouraging team members recognize one another on different teams or in different departments.

Try a few of these no-cost staff recognition examples:

- Provide a verbal thank you.
- Write a handwritten thank you note or send a thoughtful email.
- Start a meeting with a shout-out to someone who put in extra effort or did something great that week.
- Give recognition on the spot – when you see great work happening or gather a small group of peers and create a “recognition moment” where you present recognition to the individual.
- Show your appreciation during your regular one-on-one meetings with your co-workers.
- Recognize when co-workers make healthy choices or contribute to their own or someone else’s positive wellbeing.
- Recognize unsung heroes – those who do great work to support their peers but may not be in very visible roles.
- Recognize up – often we forget to recognize our own managers and leaders.

## **HOW TO INDIVIDUALIZE RECOGNITION**

When it comes to recognition, individualization is key. For recognition to be meaningful, it must be tailored to the recipient's preferences. Many people prefer tangible rewards or gifts, while others are more moved by words and acknowledgment. And while some people want to receive kind words in front of a crowd, others prefer a quieter, one-to-one commendation or compliment.

Not sure how to individualize recognition? Just ask your co-workers:

- How do you like to receive recognition? Do you like public, private, written, verbal, or other kinds of recognition?
- What is the greatest recognition you have ever received?
- From whom do you most like to receive recognition or praise?
- What increases your positive emotion or "fills your bucket" the most?

Source: Gallup

## **SAMPLE QUOTES OF CO-WORKER APPRECIATION**

### **Top performance**

- I am constantly impressed by your performance. Thank you for your hard work!
- A reliable co-worker is the best gift a leader can ask for. Thank you for being someone I can rely on.
- Your excellent performance is an inspiration to all. Keep up the great work!

### **Work ethic**

- I’m so grateful for all of your hard work. It definitely hasn’t gone unnoticed.
- Only an exemplary co-worker inspires his boss daily. You are that co-worker. Thank you for setting such a great example.
- Your dedication to your work is helping lead us to success.

### **Teamwork and collaboration**

- Thank you for being a positive influence by supporting your co-workers.
- I'm so grateful that you take the time to help your coworkers. It's really made our team come together.
- Your unique perspective adds so much to our team.

### **Project and goal completion**

- You did a fantastic job helping our team reach its goal.
- Thank you for going above and beyond to help us achieve our goal. Our project wouldn't have been the same without your invaluable insight and creativity.

### **Wonderful workplace attitudes**

- The office is a happier place with you in it. Thanks for the laughs!
- I love that you always come to work with a bright smile and a fantastic attitude.
- You never fail to make everyone's day better when you're here.

### **Personal successes**

- You've been crushing your personal goals lately. Awesome job!
- Your enthusiasm for developing your talents is truly inspirational.
- Watching you strive to improve has been an inspiration for the team and me. You're amazing.

Recognition doesn't have to be complicated; a little goes a long way.