

Employee Recognition

When an employee works for an organization, he or she not only looks for a good salary, but also likes to be recognized for his or her contributions towards achieving the goals of the company. As such employee recognition programs become important for employee management and retention. It's an employee motivation tactic used by most employers to show the employees that their contributions are appreciated, which in turn leads to high morale and in the process increases employee productivity. Understanding the expectancy theory of motivation might help you realize the importance of employee recognition programs.

As the employees are in direct touch with the managers, it's important that managers develop recognition programs, which would interest the employees. You as a manager need to think of how to recognize employees and come up with creative employee recognition program ideas, so that the employees feel appreciated and remain positive.

Employee Recognition Program Policy

Every company needs to have an employee recognition program in place, so that the contributions of employees don't go unnoticed. When you develop an employee recognition program policy, you need to keep the costs involved in mind. There are several employee recognition program criteria which you can have in place like helping colleagues, attendance and the employee performance at work. Next you need to think of the kind of awards you can give, whether it's a gift certificate or cash awards. Moreover, you need to communicate the parameters which the employees need to follow so as to be eligible for receiving awards and recognition. A certificate of achievement also works great with employees, who have performed consistently throughout the year. There are several certificate of achievement templates, which you may like to go through, so that you know how to draft one.

Employee Recognition Program Objectives

Whatever policies you create, the objective of an employee recognition program should be to reward the best performers, while also motivating employees to perform better. Moreover, the aim of an employee recognition program should be to encourage employees to respect work ethics of the best employees, and try to follow their footsteps, so that the organization can achieve its goals. While recognizing the performance of employees, you not only need to give them a reward, but also give them a certificate of performance, so that they can keep it as a record of having achieved something during their careers. There are several employee recognition letter samples which you may like to go through, so as to get an idea of how such a letter is written.

Employee Recognition Program Ideas

Just by giving an employee monetary benefits, an organization may not be able to achieve its goals. Monetary benefits should be used as a supplement with employee recognition program ideas, for the best results. Some of the employee recognition program examples which you can use, include:

Creating a Picture Collage

There may be a team in your company which may have performed the best throughout a given period of time. Then why not try and recognize this team? You can click pictures of this team, create a collage of pictures, and put it up on the entrance of your office, with a message congratulating them and appreciating them for their teamwork. This will not only recognize their efforts as a team, but also serve as a source of inspiration for other teams to perform.

Plan a Surprise Day Out

Who would not like to take a break from work? And that too when it's a company sponsored break! You can arrange for a picnic for the best performing team in your company. You can choose to surprise them by arranging a surprise tour to some good picnic destination in the vicinity. Or you can sponsor them out for a movie and dinner.

Vacation Package

Providing a vacation package can prove to be one of the best employee appreciation and recognition ideas, as most employees would love to go on vacation, without having to worry about accommodation and travel plans. So you can opt to provide a travel certificate, wherein a vacation package to a particular location for a particular number of days would be included.

Gift Certificate

Gift certificate is an excellent option which you can use to recognize employee performance. You can provide gift certificates which employees can use to redeem what they shop for, in company-chosen outlets.

Gold Coin

If an employee does really well in his or her job, then you can think of giving him or her a gold coin. No doubt, gold is costly, but considering the employee's performance at work, gifting him/her a gold coin is not an unreasonable option.

Personalized Gifts

Personalizing employee recognition gifts can be one of the best ways to recognize the best performing employees. You can give him or her a good quality pen stand, with the person's name inscribed on it. Such gifts makes the employees feel appreciated and wanted, which in turn improves their morale, and motivates the employees to perform better.

These were some of the employee recognition program ideas which you can use in your organization. However, these employee recognition ideas are not the only ones, there are several more. Use your creativity to formulate different kinds of programs which will keep your employees motivated.