STAFF RECOGNITION IDEAS

UNIVERSITY OF DELAWARE®

PROGRAMS

1. **Hen High Five Program:** Send a note of gratitude to a team or individual who exemplifies our UD Values. Complete a short form, and kudos will be sent automatically via email. Encourage your team to participate, too, as Hen High Fives can be sent by any employee. With permission, highlight Hen High Fives in team meetings and newsletters and/or share with leaders.

2. **Staff Excellence Award:** Nominate a team or employee for their exemplary contributions to the UD community and commitment to UD values. Nominations are accepted every Fall and Spring. Winners receive a monetary award, a letter of gratitude from President Assanis, recognition in UDaily and the recognition website, an invitation to attend an annual luncheon and a congratulations email.

3. **Milestone Recognition:** Acknowledge service anniversary dates and retirements using the resources available in our recognition toolbox.

Departments are encouraged to develop ways of recognizing employees. Some ideas are listed below. Your HR Business Partner and the Talent & Organizational Development (TOD) team can assist in building recognition programs where appropriate.

1. **Team Meetings:** Create space to share kudos and positive feedback. Ask employees to reflect on what they are proud of. When time allows, make meetings memorable:
   a. Schedule a recognition potluck lunch.
   b. Reach out to HR for help coordinating a team development day.

2. **Newsletters/Announcements:** Incorporate recognition into your newsletters, email announcements and/or Microsoft Teams Channels.

3. **Trophy Pass:** Buy or make a trophy for the office. Create criteria for earning it. When employees earn the trophy, they display it on their desk.

4. **"Thank You" Cards:** Handwrite a thank you card that can be sent to employees for a job well done. Working remotely? Take a photo of your message and send it via email.

5. **National Recognition Days:** Acknowledge applicable employees on these days via emails, small tokens, etc.
   a. **Employee Appreciation Day:** First Friday in March
   b. **Administrative Professionals Day:** Wednesday of the last whole week in April.
   c. **Boss's Day:** October 16
   d. **Research field-specific recognition days** (e.g. HR, IT, medical, etc.).

6. **Community Service:** Acknowledge an employee's contributions to the community.

7. **Create your Own:** Implement formal recognition programs integrating your team's unique culture.

8. **Get Social:** With your team member's permission, celebrate achievements on LinkedIn and other relevant professional networking platforms.

9. **Remember the little things:** Check in to ask about the weekend, important life events, and how team members are doing. These small moments remind your team that they are valued and important.

Always keep personal preferences in mind before making recognition public.
Check-in with your team members to see what kinds of kudos are the most meaningful to them!