

Checklist: Employee Recognition – We Care Foundation Of Newfoundland and Labrador.

Recognition Program Checklist

- Develop criteria for recognition eligibility (i.e. customer service, sales, cost savings, etc).
- Establish forms and procedure for submitting and reviewing nominations.
- Project number of awards per year based on eligibility and criteria and establish budget.
- Select meaningful recognition items (gift certificates, time off with pay etc.).
- Communicate program objectives frequently to remind staff to submit nominations.
- Establish a process for recognizing recognition awards.
- Evaluate success of program periodically and modify accordingly.