



Department of
Administrative Services

Empowering People
Collaboration
Customer Service

EMPLOYEE RECOGNITION



PUBLIC RECOGNITION

Public recognition makes accomplishments visible, and can also be an opportunity to share learning.

- During a staff meeting
- On a bulletin board
- In a newsletter



PRIVATE RECOGNITION

Private recognition allows for more personalization and specificity.

- Personalized note or email
- Phone call
- Visit to their desk



TAKEAWAYS

Recognition...

- is motivating
- doesn't need to cost anything
- is most effective when it's timely
- is just as valuable from peers

CONTEXT

specific to the
achievement

OBSERVATION

details of the
behavior

IMPACT

what will change
because of it

NEXT

encourage what
they can do next