

Employee Recognition Profile

The purpose of this form is to better understand how employees would like to be recognized. This form should be completed by employees and shared with managers.

Employee Name:	
Job Title:	
Faculty/School/Department:	
I prefer to be recognized:	
<input type="checkbox"/> Publicly <input type="checkbox"/> Privately <input type="checkbox"/> No Preference	
The most valuable recognition is given by:	
<input type="checkbox"/> Senior Leaders <input type="checkbox"/> Manager/Supervisor <input type="checkbox"/> Peers/Colleagues <input type="checkbox"/> No Preference	
I like to be recognized for:	I do not like to be recognized for:
<input type="checkbox"/> Personal accomplishments <input type="checkbox"/> Personal milestones <input type="checkbox"/> Professional accomplishments <input type="checkbox"/> Professional milestones <input type="checkbox"/> Other (describe)	<input type="checkbox"/> Personal accomplishments <input type="checkbox"/> Personal milestones <input type="checkbox"/> Professional accomplishments <input type="checkbox"/> Professional milestones <input type="checkbox"/> Other (describe)
Meaningful forms of recognition for me include:	
<input type="checkbox"/> Professional development <input type="checkbox"/> Verbal acknowledgment <input type="checkbox"/> Written acknowledgment <input type="checkbox"/> Team celebration <input type="checkbox"/> Service letters or certificates <input type="checkbox"/> Additional responsibilities <input type="checkbox"/> Other (please specify)	
Important dates (ie: birthday):	
Beginning of employment:	
Interests and hobbies:	
Additional notes:	