



An Overview of Appreciation and Recognition for Managers

Appreciation and **Recognition** are key to fostering connectivity and maintaining a positive workplace culture. Acknowledging contributions goes a long way towards creating a positive workplace morale.

Appreciation can be defined as informal, individualized, spontaneous acknowledgment that recognizes an individual for their contribution(s). Appreciation examples can include verbal praise and writing a card to an employee or colleague.

Recognition can be defined as a formal, structured acknowledgement offered by an institution. Recognition examples can include nominating an employee or colleague for a formal award or celebrating a colleague's or employee's service milestones every five years.

Why is it Important in the Workplace?

When individuals are appreciated and recognized for their work, it not only makes them feel good about themselves, but it contributes to their overall wellbeing. Being appreciated and recognized contributes to life satisfaction, optimism, and social support. Individuals are motivated to give their best effort in their work to continue to grow in the organization. Appreciating and recognizing employees also reinforces the values of the organization and demonstrates to employees that employers value their work and effort. This in turn leads to increased satisfaction and productivity, and employees are motivated to improve or maintain their good work.

Best Practices for Employees

1. Professional development as recognition

- Remind employees to take advantage of the Employee Tuition Benefit offered at Queen's University
- Invite employees to review professional growth and movement opportunities through Queen's Human Resources, Learning and Development Resources
- Invite employees to review programs and courses offered through the Learning Stream
- Have employees complete their Employee Recognition Profile

2. Recognition through involvement of decision-making

- Share opportunities with employees to take part in a variety of committees on campus (e.g., Social, Engagement, Wellbeing)
- Encourage employees to take part in peer-to-peer recognition
- Offer feedback, ideas, and suggestions to employees through discussions and planning processes

3. Recognition through team celebrations

- Take part in team and personal milestones of employees that you supervise (e.g., lunches, potlucks, awards, birthdays)



- Take part in planning team celebrations with employees
- Take part in the celebrations of both new employees and those who are leaving the team or organization
- Share recognition of employees through [cards](#) and [certificates](#)
- Review the current Queen's University Appreciation and Recognition Awards and consider nominating employees that you supervise

4. Recognition informed by employees' interests and goals

- Work with employees to assist them in creating a Learning Plan
- Work with employees to set professional development goals. Have employees check the Queen's HR Learning Catalogue for resources
- Share additional "resources" with employees that address work and life balance, self-care, time management, stress management, setting clear boundaries, and finding harmony between your personal and professional life, as found on the Employee Wellness Services SharePoint site

5. Recognition through good communication

- Share with employees the Manager to Employee Appreciation and Recognition Checklist
- Share with employees your own personal communication style
- Request regular 1-on-1 meetings with employees at least every 2-3 weeks
- Keep open dialogue and communication with employees

Additional Suggestions to Recognize and Appreciate Employees

- Communicate directly and clearly
- Be timely
- Be meaningful
- Be equitable and inclusive
- Be positive
- Make the message personal
- Be genuine, authentic, and honest in recognizing employees' work
- Choose to take part in celebrations, e.g., virtual coffee breaks or in-person events
- Choose to send a letter that recognizes an employee's work with the organization
- Send a gift card to an employee
- Send an email thanking an employee
- Share a message to thank an employee in Microsoft Teams Praise
- Grab a coffee or tea for an employee