

Appreciation and Recognition Checklist

The purpose of this checklist is to help ensure managers are consistent when recognizing and appreciating employees. The form includes helpful actions that managers can take towards creating better recognition and appreciation within their teams.

Actions	Complete	In Progress	Not Started
1. Did the employee create their recognition profile and share it with you?			
2. Did you incorporate recognition and appreciation into the employees' PDP (Performance Dialogue Process) as well as in their one-on-one meetings and in their learning plan?			
3. Did you acknowledge the employee after their probationary period finished?			
4. Do you acknowledge the employee for their continuous service dates?			
5. Do you encourage opportunities for professional development for the employee?			
6. Do you acknowledge the employee during important dates (ie: International Women's Day; Birthday; Citizenship).			
7. Do you incorporate team building activities within your unit that take into consideration Indigenization-Equity, Diversity, Inclusion, Anti-Racism, and Accessibility (I-EDIAA)?			
8. Did you review the criteria for different formal recognition programs and identify employees or teams worthy of nomination?			