Making Recognition Meaningful
PREP SHEET

This Prep Sheet is a supplement to the Engage2Excel video series Making Recognition Meaningful. Use these resources to help make employee recognition experiences more personal, relevant and meaningful. Contact your HR department if you need additional help.

Award Recipient’s Name: ________________________________

Date of Hire: ________________________________

Division/Department: ________________________________

Job Role & Responsibilities: ________________________________

Title of Award: ________________________________

Choose the recognition setting: □ One-on-one □ Scheduled meeting □ Special recognition event

Date of recognition event: ________________________________

What did the employee do to achieve this award?

What are the employee’s good qualities?

Examples of “above and beyond” behavior:

What are high-points of the employee’s work history?

When delivering employee recognition experiences, remember to be warm, sincere and engaging. After completing this sheet, practice your award presentation speech several times before delivering it.