



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.

Engage²Excel™

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.