

Learn the Recognition Preferences of Your Employees

To give the kind of recognition your employees will feel is meaningful, memorable and motivational, you are going to have to learn about their recognition preferences.

1 Do your homework and identify what you already know about the employee - like their hobbies or interests observed or shared, family situation, professional development taken, and career aspirations.

Make notes of perceptions of employee's likes and dislikes:

2 One great way to identify employee likes and dislikes is to sit down with them and conduct an informal, one-on-one, recognition preferences interview.

I have my first recognition preference interview scheduled for:

3 Find out your employees' personal wishes and needs as well as career goals and see if there is way for you to help them obtain them or achieve their goals.

One wish list item or goal to consider:

4 Observe specific items on display in their office, cubicle, or open office area when you're visiting them, look for any clues on interests or preferences. If they have close work friends, you could ask them as well.

Interests observed:

5

Prepared with what you now know about this employee, how will you recognize them differently than you did before? What is one thing you can do to make your next recognition experience better and more personal to them?

One way I will now give better recognition is:

Preference Checklist

Use this checklist, if needed, to guide you on how to recognize each of your employees the right way besides asking open-ended questions to learn likes and dislikes.

Yes No

- Do you prefer to receive your recognition privately?
- Do you like public presentation of the recognition you are given?
- Do you feel recognition without a monetary amount is valuable?
- Do you like to be surprised with the type of recognition you receive?
- Do you prefer to receive planned recognition that you know about in advance?
- Do you like one-on-one time, such as a coffee or lunch, with your immediate supervisor or manager?
- Do you prefer gifts or points that allow you to enjoy more time with family and friends?
- What tokens of appreciation do you most like to receive?
 - A simple card Gift cards or certificates
 - Movie tickets Bookstore gift cards
- What causes you the greatest satisfaction or pride in your work?
- Which leaders and managers do you most like to be recognized by?
- What are a few of your favorite foods, treats, and beverages?

Invest the small amount of time it takes to meet with your employees and learn their recognition preferences. When you do this you communicate to your employees that they are valued and respected. By acting on what you discover, you will give employees the recognition they want in the way they want to receive it.