



## Office of People Relations

MSC 3HRS  
New Mexico State University  
P.O. Box 30001  
Las Cruces, NM 88003-8001  
575-646-2449, fax: 575-646-4556  
opr@nmsu.edu

## Tips & Tools for Employee Recognition

Employee recognition is a communication tool that should be designed to emphasize and reinforce qualities and behaviors that you want to foster in your department and at NMSU. Effective recognition will create goals and action plans that recognize the actions, behaviors, approaches and accomplishments that contribute to a positive and productive work environment.

Employee recognition should be provided fairly and consistently. Employees need to see that each person who makes the same or a similar contribution has an equal chance of being recognized or rewarded.

### ***Successful Recognition***

- Establish clear criteria for what performance, behavior or contribution is being rewarded and communicate it to your employees
- All employees should be eligible for recognition
- Recognition should provide specific information about what behavior or action is being recognized and reinforced
- Anyone who performs at the level or standard defined should receive recognition
- Recognition should occur as close to the performance of the actions as possible
- Match the level of recognition with the significance of the accomplishment

### ***Types of Recognition***

Ideas for employee recognition are unlimited. It is best to approach it creatively and with recognition that is meaningful to your particular group of employees or to the individual being recognized. Some ideas are provided below:

- A letter of appreciation for the employee file
- Handwritten thank you notes
- Provide public praise (e.g. in a staff meeting, newsletter, professional publication, etc.)
- Take the employee(s) out to lunch
- Send the employee(s) to a conference or seminar
- Ask the employee to represent the department at an important meeting
- Stop by the employee's work area to talk informally
- Give a gift certificate from a local merchant or restaurant
- Provide a certificate to hang in their work area or post on a department bulletin board
- Create an award or recognition specific to your work environment