



Employee Recognition Ideas (no or low cost)

- Post a thank you note on an employee's door.
- Give special assignments to people who show initiative.
- Encourage and recognize staff who pursue continuing education.
- Give employees an extra-long lunch break.
- Nominate the employee for a University formal award program.
- Embrace and encourage employees to participate in "Random Acts of Trineness"
- Department employee recognition program. Give points for attendance, punctuality, teamwork, etc. Provide small gifts to employees who reach certain point goals.
- Write a letter of praise recognizing specific contributions and accomplishments. Send a copy to senior management and the employee's personnel file.
- When you hear a positive remark about someone, repeat it to that person as soon as possible (Face-to-face is best, e-mail or voice mail are good in a pinch).
- Call an employee to your office to thank them (don't discuss any other issue).
- Support "flex-friendly" schedules.
- Keep a supply of appropriately funny notes that can be given as immediate rewards. Keep the supply visible – in a basket or box in your office.
- Widely publicize suggestions used and their positive impact on your department.
- When someone has spent long hours at work, send a letter of thanks to his/her home.
- Acknowledge and celebrate birthdays.
- Arrange for an outstanding employee to have lunch with a dean, director or President.
- Recognize those committed to personal health and wellness.
- Do a random lunch, breakfast – manager treat
- Give away "kudos" candy bars for a job well done
- One week parking spot to recognize outstanding performance
- Afternoon off for completion of a project – with pay
- Recognize awesome customer service by giving awards – "calmer of storms award", "student whisperer award", "consider it done award", "circle of joy award"
- "This is what AWESOME look like" Tshirts – with Trine logo on them for awesome employees
- Encourage employees to wear Trine Gear on Fridays