



DESIGNING AN
EMPLOYEE
RECOGNITION
PROGRAM THAT
DRIVES MORALE

be recognized

DESIGNING AN **EMPLOYEE RECOGNITION PROGRAM** THAT DRIVES MORALE

Starting recognition early in an employee's career is crucial to maintaining high morale. Your business recognition program should be designed with the mission and values that are important to your business. Whether your business has 50 employees in one location or tens of thousands worldwide, scalable, custom recognition solutions will help you attract, engage, and retain the best people.

EMPLOYEE RECOGNITION **SERVICE AWARDS** >>>

Engage employees with recognition early in their careers. This can include a welcome aboard, 1 year, 3 years, 5 years, 10 years, etc. These regular displays of employee recognition and appreciation will help deter high turnover rates.

- ▶ Average worker stays in a job for 4 years according to Bureau of Labor Statistics
- ▶ 91% of millennials expect to stay in a job for less than 3 years
- ▶ Half of voluntary turnover happens within an employee's first year

Giving verbal recognition at every anniversary reinforces the value the organization places on employees' service. Some service providers offer reminder tools and social platforms available to make sure an employee anniversary is never forgotten.

RECOGNITION FROM **PEERS AND MANAGERS** >>>

In addition to recognizing tenure milestones, it is important to provide informal recognition as well in order to build a culture of peer and employee recognition that reinforces the attitudes, behaviors and contributions your organization values most. Provide your employees with opportunities to be recognized for the ongoing ways that they contribute to your organization's mission, vision and values.

Surveys show that employees want to be recognized at least once every seven days for their job performance. Make sure your employees feel appreciated and understand the impact of their hard work for their day-to-day efforts by implementing a program for on-the-spot recognition.

RECOGNITION AWARDS >>>

When awarding employees it is important to offer an appropriate selection. Choose tangible awards that have a symbolic tie to the company to reinforce company pride. Service awards and recognition awards should positively reflect your organization's image and inspire your dedicated employees.

- ▶ Avoid cash. It places monetary value on service and employees spend it and forget it
- ▶ Increase the real and perceived value of awards as tenure increases
- ▶ Catalog programs are popular and can be effective. They offer employees a choice of pre-selected award options within a designated budget for each achievement level

When the time comes to present the employee recognition award, make the presentation meaningful. Celebrate major milestones as a team and reinforce contributions made by recipients. During award presentations, comment on the individual's specific career contributions and how they have impacted the organization. Award presentations should be personal and special for recipients.

Your organization is built on the efforts of the men and women who have dedicated years of service to its success. These individuals are the heart and soul of your company. Express appreciation for their efforts with personalized service awards.

- ▶ 72% of employees are either actively or passively job searching
- ▶ Lack of recognition is the #1 reason employees quit
- ▶ 9 in 10 companies recognize their employees for their years of service.
- ▶ Studies show that a properly designed and implemented service award program can improve employee retention

DEVELOPING A SUCCESSFUL RECOGNITION PROGRAM WITH TERRYBERRY SERVICE AWARDS >>>

Choosing a reputable vendor partner like Terryberry to help track anniversaries, manage award selection, personalize awards, and coordinate on-time fulfillment will help your company avoid having employees or special anniversaries slip through the cracks. When people are recognized for their efforts, they are inspired to achieve more. The mission of Terryberry is to help organizations provide their people with special recognition for remarkable contributions and achievements.

Recognition program awards can span from tangible gifts like rings or pins to acknowledgement and certificates. There is a proper reward program for every company.

Formal employee recognition can include service awards, sales and safety awards, points-based recognition programs and retirement gifts; anything that provides tangible recognition for major milestones or achievements.

Informal recognition is an additional way to recognize employee contributions. A couple of informal recognition programs offered by Terryberry include Give a WOW Social Recognition and AwardPoints Performance Recognition. Give a WOW is the premiere social-media style platform for peer-to-peer recognition and manager-to-employee recognition. AwardPoints is a robust and easy-to-use points-based recognition program that allows employees to earn points and redeem awards for achieving performance goals.

For times when you want to award an employee on the spot for a job well done, **Day-to-Day Employee Recognition** options are important. RecognizeMe Spot Recognition kits have everything you need for day-to-day recognition. Thank, congratulate and motivate employees in the moment. These kits contain tools and training for managers.

The **360 Integrated Recognition Platform** encompasses peer-to-peer recognition, service anniversary awards, achievement awards, corporate awards and more. Like no other platform on the market, the 360 Integrated Recognition Platform gives you a complete picture of your organization's overall recognition culture, and helps you pinpoint your recognition strengths and opportunities.

Employee recognition software is ideal for any kind of business vertical, including but not limited to **Financial** (banks, credit unions), **Hospitality** (hotels, casinos, resorts), **Healthcare** (hospitals, medical groups), **Country Clubs** and **Education** (colleges/universities), and more.

Terryberry is committed to innovating the future with our employee recognition ideas and programs. In every aspect of your recognition program, we're working to make your recipients' experience even more meaningful and inspiring. Whether it's developing new ways to give recognition like our app for your iPhone, offering new and exciting types of awards, or working with your recognition ideas to create a recognition solution like no other, we are dedicated to making more wow moments happen every day!

- ▶ Partnership approach: We handle set-up, implementation and support so you can focus on your people.
- ▶ Customize your program development: We make the process easy for both administrators and participants.
- ▶ Proven experience, multiple support options, and a hands-on approach simplify start-up or transition from an existing program.
- ▶ Ability to communicate the details of your program in a way that works for your unique group of employees -paper, digital, or a hybrid format.
- ▶ Opportunity to oversee the entire recognition process from a desktop computer using our innovative program tracking and delivery tools.
- ▶ Minimized start-up costs based on Terryberry's proven track record and willingness to work hard to earn your business.

PROGRAM RESOURCES >>>

- ▶ **Formal Employee Recognition**
<http://www.terryberry.com/programs/milestone-and-formal-recognition.aspx>
- ▶ **Informal Employee Recognition**
<http://www.terryberry.com/programs/informal-recognition.aspx>
- ▶ **Day-to-Day Employee Recognition**
<http://www.terryberry.com/programs/day-to-day-recognition.aspx>
- ▶ **360 Integrated Recognition Platform**
<http://www.terryberry.com/programs/total-recognition-platform.aspx>

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