Informal Recognition Ideas for Employees

It's easy and meaningful to recognize the efforts and accomplishments of employees for their work every day, as well as after the completion of projects both large and small.

**Taxable Income**: Rewards such as cash, gift cards, debit cards or gift certificates are considered taxable income. Any decision to use these types of rewards should be discussed with your supervisor and/or your Financial Transaction Center or Business Service Center.

**Bargaining Units**: If your employee is represented by one of Cornell’s bargaining units, please consult with Workplace Policy and Labor Relations (ljm6; 607-255-6866) before you implement recognition ideas marked by an * as there may be restrictions on these types of rewards.

*Related*: Employee recognition programs and awards

**Contact the Cornell Rewards and Recognition Committee**: recognition@cornell.edu

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### No cost individual & group recognition

- Say “thank you” on a regular basis
- Smile. It's contagious.
- Notice and praise progress towards a goal
- Check in on a project to give encouragement
- Check in on employees performing daily work to recognize those efforts
Acknowledge each team member’s contribution
Provide immediate positive reinforcement
Commend employees for small successes
Praise employees publicly
Email a note of appreciation and copy the employee’s supervisor
Handwrite a note of thanks for a job well done
Encourage, enable and empower employees to provide feedback, input and observations
Encourage employees to take advantage of development opportunities
Encourage a team mentality; emphasize the importance of working together
Recognize the different roles and strengths each employee contributes
*Casual dress on Fridays
*Support “flex-friendly” schedules
Present “State of Department” reports to your employees acknowledging the work and contributions of individuals and teams
Encourage and implement ideas from employees shared at staff or other group meetings

Other forms of individual recognition

*Car wash and/or wax
*Round of golf
*Occasional lunch or dinner
“Kudos” candy bars
Pack(s) of “Extra” gum
*Magazine subscriptions
*Theatre or Movie tickets
*Tickets to sporting event
*One day parking pass
Nominations for quarterly employee recognition
Nominations for special acknowledgments
*New/varied work or special assignment
*Attendance at work-related seminar
Personalized coffee mug
*Afternoon or day off for project completion
*Institutional Logo Items
Create a trophy to be passed around to a different employee each month
*Day off for a job well done

Other forms of group recognition

Intermittent gatherings with refreshments or departmental luncheons
*Occasionally hold a offsite meetings and provide a meal
*Outing to sporting or other event
Years of service celebrations
Occasional free refreshments
*Off-campus retreats
*Team Morale Building Events
Arrange for a team to present the results of its efforts to leadership
Celebrate with employees at the end of a project
*Schedule an afternoon or extended lunch hour for activities such as playing board games, softball, soccer, volleyball, and/or miniature-golf

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