



COLLEGE OF ENGINEERING

UNIVERSITY *of* WASHINGTON

Rewarding & Recognizing Employees

The Ten Best Ways to Reward Good Work

1. Money
2. Recognition
3. Time Off
4. A piece of the action
5. Favorite work
6. Advancement
7. Freedom
8. Personal growth
9. Fun
10. Prizes

*-Micheal LeBoeuf,
The Greatest Management Principle in the World*

"Tell people up front that you are going to let them know how they are doing.

Praise people immediately

Tell people what they did right – be specific

Tell people how good you feel about what they did right and how it helps the organization and the other people who work there.

Encourage them to do more of the same."

*-Kenneth Blanchard & Spencer Johnson, Adapted from *The One Minute Manager**

Reward #1 Money

- Give raises (equity, retention & reflection of work performed)
- Reclass or Promote (equity, retention & reflection of work performed)
- Give bonuses (Up to \$200 in state funds per employee per year can be awarded for recognition purposes)
- Pay the same salary but decrease FTE

Reward #2 Recognition

- Nominate for awards
- Give Awards
- Extend personal congratulations for a job well done
- Write personal note or letter of thanks (particularly from Deans & Chairs) and place in personnel file
- Recognize individuals/teams at staff meetings or publicly in other ways
- Hold meetings to celebrate successes
- Throw parties for special events (*ie, Service Awards, Goodbyes, Accomplishments, Awards*)

Reward #3 Time Off

- Professional Staff can be given up to 6 days discretionary leave off on an annual basis
- Flex time (working core hours and work 8 hours/day but come in from 8 – 8:30 and leave from 4 – 4:30; not appropriate for all jobs)
- Telecommute Days (not appropriate for all jobs)
- Alternative Work Schedules (9/80s and 4/10s)
- Release time for classes (as viable)

Reward #4 A piece of the action

- Ask staff their opinions and ideas – individually and in meetings

Rewarding and Recognizing Employees

"When I started visiting the plants and meeting with employees, what was reassuring was the tremendous, positive energy in our conversations. One man said he'd been with Ford for twenty-five years and hated every minute of it until he was asked for his opinion. He said that question transformed his job."

-Donald Petersen,
President and
CEO, Ford Motor
Company

- Encourage their feedback
- Have staff participate on committees and in meetings
- Recommend individuals to others as a resource or subject matter expert (sme)
- Assign staff projects which draw on their ideas & creativity
- Have staff committees plan celebrations & holiday events
- Listen (be available & accessible to staff)

Reward #5 Favorite work

- Recognize staff's talents when assigning work projects
- Let staff cross train on other functions
- Assign staff to do some committee work
- Rotate interesting projects among staff
- Allow for some expansion of job duties (*not necessarily an increase in complexity – which could lead to a reclass*) which may break the monotony of a position and lead to greater job satisfaction

Reward #6 Advancement

- Reclassify positions as appropriate
- Provide tools and growth so that staff can advance
- Talk to staff about their career goals and try to incorporate some into the job as appropriate and relevant
- Empower staff to make decisions about their jobs and allow them to grow

Reward #7 Freedom

- Allow for flexibility in work hours (staff should work core hours and 8 hours/day but come in from 8 – 8:30 and leave from 4 – 4:30). This may not be appropriate for all jobs
- Allow for freedom to work independently (not micromanaged)
- Understand that there are many different ways to accomplish tasks and allow for individual

"Continuous, supportive communication from managers, supervisors and associates is too often underemphasized. It is a major, major motivator."

-Jim Moultrup,
Consultant,
Management

Rewarding and Recognizing Employees

Perspectives Group

"Education is an essential bridge between awareness and action; it provides employees with specific tools and techniques to achieve goals."

-From the Quality Leadership Guidelines of Baxter Healthcare Corp.

differences/creativity (focus on your expectations for the final outcome and timelines)

Reward #8 Personal growth

- Discuss personal career goals and ways to incorporate into job as viable
- Provide opportunities for formal training (through available courses, workshops, seminars)
- Provide in-house training, and cross training opportunities
- Discuss periodically new directions staff may want to take and ways they would like to grow and contribute creatively

Reward #9 Fun

- Provide lunches (pizza)
- Have other food items at meetings, or for little gatherings (10 minutes):
 - Ice Cream Socials
 - Doughnuts
 - Bagels
 - Cake
- Throw parties (*for goodbyes, to celebrate service awards, for Staff Appreciation Day, etc.*)
- Provide opportunities to laugh and socialize

Reward #10 Prizes

- Fun inexpensive prizes related to holidays are fun
- Contests for teams or individuals who are working on finishing major projects, or eliminating backlogs
- Lunch with someone in leadership position