Achievers

Manager's checklist for effective recognition

At Achievers, we believe that recognizing the right behaviors not only boosts morale but also contributes to business success.

Learn how to make recognition choices that reinforce the behaviors that matter most, ensuring your team feels valued while contributing to your company's success.

60%



of HR leaders say their online recognition strategies help drive business results



Source: 2024 State of Recognition Report

See how Achievers can help you transform your recognition strategy

Book a demo

1. Inclusive

- [ ] Am I avoiding favoritism or bias in my choice of who I'm recognizing?
- [ ] Does this recognition reflect the diverse contributions of my team?
- [ ] Have I ensured that my recognition doesn't unintentionally exclude any team member?

2. Personal

- [ ] Have I tailored this recognition to the individual's preferences (e.g., public vs. private)?
- [ ] Am I highlighting what makes this contribution uniquely theirs?
- [ ] Does this recognition align with the recipient's goals, values, or strengths?

3. Specific

- [ ] Have I clearly described what the person did and why it matters?
- [ ] Am I avoiding vague phrases like "great job" in favor of specific details?
- [ ] Have I explained the impact of their actions on the team or organization?

4. Timely

- [ ] Is this recognition happening as close to the achievement as possible?
- [ ] Have I acted quickly enough to ensure the contribution is still top of mind?
- [ ] Am I using this moment to celebrate progress or a milestone in real-time?

5. Encouraging

- [ ] Does this recognition motivate continued effort or reinforce positive behaviors?
- [ ] Am I using uplifting, genuine language to make the recipient feel valued?
- [ ] Does this recognition inspire others to follow their example?