

Recognition That Doesn't Create Drama

Build Teams Through Inclusive Recognition, Not Competition

Everyone Deserves to Feel Valued

Move beyond "Employee of the Month" to recognition that motivates everyone

TEAM/DIVISION

Enter team name

RECOGNITION PERIOD

Week/Month of

MANAGER NAME

Your name

REVIEW DATE

MM/DD/YYYY

Weekly Recognition Rotation

TEAM MEMBER NAME

Enter name

DATE RECOGNIZED

MM/DD/YYYY

SHARED WITH

Team/Company



PERFORMANCE



EFFORT



GROWTH



COLLABORATION



INNOVATION



SERVICE

Specific Recognition (Be Detailed!)

Example: Rita's exceptional work with the Martinez family. When they were concerned about the timeline, she not only addressed their concerns but proactively communicated with them every step of the way...

Impact & Why It Matters

The Martinez family wrote to tell us that her communication made all the difference in their home-buying experience. This shows exactly the customer service we strive for...

Recognition Preferences

☐ Public recognition

☐ Written note

☐ Private appreciation

☐ Growth opportunity

Recognition Audit Checklist

- | | |
|---|---|
| ☐ Have I recognized everyone at least once this quarter? | ☐ Am I recognizing different types of contributions? |
| ☐ Is my recognition specific and meaningful? | ☐ Do I connect recognition to customer/team impact? |
| ☐ Am I respecting individual preferences? | ☐ Is recognition timely (within 24-48 hours)? |
| ☐ Am I avoiding the "same people, same reasons" trap? | ☐ Do team members recognize each other? |

Recognition Summary

Building a culture where everyone feels valued

Team Members
Recognized

Different Types
of Recognition

_____%
Team Coverage
This Period

Recognition Patterns & Insights

Who Needs More Recognition?

List team members who haven't been recognized recently...

What Contributions Am I Missing?

Behind-the-scenes work, mentoring, process improvements...

Remember Shelly's Revelation

"I've been here three years thinking I was just... average. But hearing you talk about how my follow-up system helped save that deal... I didn't even realize that stuff counted."

Recognition isn't about finding the best people—it's about helping all people discover their best contributions.

Creative Recognition Ideas



PEER NOMINATIONS



SUCCESS STORIES



VALUES CHAMPION



CUSTOMER QUOTES



STRETCH ASSIGNMENTS



TEAM SHOUT-OUTS