

RECOGNIZING OTHERS

BEST PRACTICES

Purpose

At Fairview, we strive to be the best place to work and practice medicine. Recognition is crucial in making that happen. Frequent and timely appreciation contributes to a vibrant culture of engagement and helps to ensure employees feel motivated and satisfied.

Here are some more reasons recognition matters:

- ✓ The number one reason most people leave their job is because they don't feel appreciated.
- ✓ Managers recognizing employee performance increases engagement by almost 60 percent.
- ✓ Organizations with strategic recognition programs in place exhibit 28 percent lower frustration levels than companies without recognition programs.
- ✓ Recognizing others is a great way to recharge yourself. It feels good to share appreciation and thanks.

Fairview's Recognition Policy

Managers should refer to the Recognition of Employees Policy, in [Policy Tech](#), for guidance on system recognition programs, budget allowances, pre-approval form requirements.

While leaders have discretion on how to use their budget allowance, they are encouraged to use funds throughout the year (vs. a single annual event). This guide shares best practices and easy ways to maximize the impact of your recognition, while minimizing the cost.

Recognition Best Practices

Do it regularly.

Demonstrating employee gratitude once a year doesn't cut it. For employee recognition to be effective, it needs to be given consistently. This doesn't mean you have to show gestures of appreciation on a daily basis – because that could reduce the impact – but you should plan efforts on at least a quarterly basis.

Be specific, be relevant.

Recognition is more meaningful when it is relevant to the employee's actions, values, and preferences and specific to accomplishment or business objective. When recognizing employees, explaining what the recognition is for helps employees relate the recognition to their behavior. This encourages continued strong performance.

Be timely.

Recognition that arrives months after the fact isn't nearly as meaningful as recognition received promptly.

The longer it takes for managers to recognize employees, the less likely employees will see the affirmations as authentic. Make employee recognition a priority and have find a way to make it part of your regular work (e.g. set recurring time on your calendar). And while end-of-year recognition is good, it isn't the only option.

Recognition comes in many shapes and sizes.

There is a great deal of research that indicates people are motivated by more than just cold hard cash. It is also important to note that everyone has their own preference or style when it comes to giving and receiving appreciation. See below for a list of ideas that are easy to do, aligned to these best practices, and within the guidelines of our policy.

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Connect to the bigger picture

Recognition helps employees see that they and their contributions to the success of their team and the organization are valued. This is particularly key when organizations grow or change. It helps employees build a sense of security in their value to the organization, motivating them to continue great work.

Easy Recognition Ideas

- **Give a Shout** - Shout out via huddles and share kudos at all-hands meetings.
- **Send a HEARTbeat** – HEARTbeat is a simple online tool allows everyone to easily send a message of praise or gratitude other employees in our system! HEARTbeat is available to Fairview, Grand Itasca and Fairview Range.
- **Start a “team trophy”** - It can also be a stuffed animal, a wand, or any other object that’s a reflection of your team’s personality. Every week or month have everyone vote on which person they believe is deserving of this “trophy” due to their contributions or reflection of team values.
- **Sticky notes** -Leave thoughtful sticky notes on your peer’s computer, keyboard, or favorite coffee mug. It’ll be a pleasant surprise for them to discover these kind words throughout the day. *Virtual option: send a chat via Teams to tell your colleague how much you appreciate them.*
- **Surprise treats** – Pick up your hardworking team (or team member’s) favorite treat. It’ll bring moments of sweetness throughout their workday.
- **Pay it forward** - People often have a positive impact on us in both big and small ways, but we keep it to ourselves. Instead of hiding it, pay it forward by giving someone a specific compliment – whether it’s about their work or personality. **Bonus:** do this for someone who isn’t directly on your team, and it’s sure to make their day.
- **Handwritten note** - If you’re really feeling appreciative toward one of your colleagues, sit down and write them a note or letter by hand. In a world where digital is dominant, this is a thoughtful way to convey your gratitude. *Virtual option: ask for their home address if you work remotely.*
- **Certificate of Greatness** - Create an actual piece of paper that tells a staff member that you appreciate them, thanking them for their work, can go a long way in a digital world. *Virtual option: Share the Certificate at a meeting and then email it to the team member afterwards.*
- **Wall of Fame** - Create a wall where employees can look and be reminded of how much they’re appreciated by the team. Have team members nominate each other for truly exceptional work you might not see. *Virtual option: Create a file where you keep a list of good work and pictures of employees and their work. Share it at staff meetings on a regular basis.*
- **Celebrate birthdays** - If your staff doesn’t mind (some may not want to celebrate their birthday), celebrate birthdays! Coordinate a group e-card or create your own in Word or PowerPoint. This is a great way to recognize throughout the year. *Virtual option: Have team members use a party-scene background (e.g. balloons) during the meeting where you celebrate.*
- **Please NO Gift Cards** – As easy as they are, gift cards are not something that should be given. There are payroll and tax implications. For retirements and farewells, e-codes for use at the company [Brand Store](#) are an option.