



Use this worksheet to help do a quick assessment of your department/unit's current recognition program. While not all-inclusive, your answers to the following questions will provide you with a general overview of how well your organization is doing in terms of rewarding and recognizing employees.

Rate yourself honestly on the questions listed below by checking each statement that applies:

- 1. We show some form of appreciation to our employees every week
- 2. We measure what we reward and we reward what we measure
- 3. We compete, between teams, for gifts and prizes
- 4. Employees get to choose at least some of their projects
- 5. We reward behaviors linked to only one or two key organizational values
- 6. Employees see the rewards we currently offer as valuable
- 7. Employees generally think that our reward programs are silly or demeaning
- 8. Organizational, departmental and individual goals/expectations are clearly defined and understood
- 9. Peers recognize and reward each other
- 10. We recognize small improvements as well as the major ones

_____ Total points

To score your answers:

Score one point for questions 1, 6 and 10.

Score two points for questions 2, 4, 8 and 9.

Subtract one point for questions 3, 5 and 7.

What your total score tells you:

13 – 14 points: Excellent! You're doing a great job.

11 – 12 points: Job satisfaction among employees is likely to be fairly high. Keep working to improve your retention rates.

7 – 10 points: Not bad, but you are still losing key people by missing essential components in your recognition program.

1 – 6 points: It is time to rethink your recognition program. There are more strategies available to you.