

About the ENGAGE 2.0 Recognition Menu

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How This Document Was Created

- Through discussions with nearly **30 Senior Leaders** and almost **100 Frontline Team Members** who shared their unique preferences regarding how they would like to be recognized for great performance
- These Team Members and Leaders represented **field, call center, direct care, and office populations**
- Informed by **private and public recognition best practice** as well as non-monetary recognition mechanisms being used in the departments of **Corrections, Natural Resources, Revenue, and Transportation**

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Important Findings to Keep in Mind

- Overall, we heard there is a **need for supervisor training on recognition** and the [Practical Magic of Thank You](#)
- This underscores Quarterly Pulse Survey results that highlighted the **desire for no-cost, simple demonstrations of appreciation**
- There's a desire to **reduce the time between great performance and recognition** of that performance
- Where **remote work and flexible work schedules** are feasible, people felt those were a **welcome form of recognition** specifically because they **demonstrate trust** from leadership








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How to Use this Document

- While certainly not all-inclusive, the Recognition Menu is **intended to provide ideas for no-cost or low-cost ways to recognize** strong performance
- The menu provides **recognition options**, the **benefits** of each option, suggestions for **shifting nomination and approval to frontline leaders**, and **templates** and **other helpful resources**








The ENGAGE 2.0 Recognition Menu

Option	Benefits	Suggested Nomination & Approval Process	Templates / Resources
<p>State / Governor Recognition¹ Recognition with statewide visibility; examples include the Medal of Valor</p>	<ul style="list-style-type: none"> Statewide Visibility Highly Prestigious Senior Leader Recognition 	<p>Nominate: Supervisor or Team Member Approve: Dept. Dir.</p>	 Employee of the Month  Award of Distinction  Quality and Productivity
<p>Department Recognition¹ Recognition with visibility across a department; examples include local 'Shout Out' boards</p>	<ul style="list-style-type: none"> Departmentwide Visibility (Local) Senior Leader Recognition High visibility by Colleagues 	<p>Nominate: Supervisor or Team Member Approve: Dept. Dir.</p>	
<p>Facility / Location Recognition¹ Recognition with visibility across a facility; examples include the Corrections Lifesaver Award</p>	<ul style="list-style-type: none"> Local Visibility (Local) Leader Recognition Significantly Reduced Approval Time 	<p>Nominate: Supervisor or Team Member Approve: Dept. Dir. or Div./Facility Dir.</p>	 Local Recognition
<p>Written / Documented Thank You Multidirectional recognition devices; examples include thank you notes, certificates, peer-to-peer tokens, etc.</p>	<ul style="list-style-type: none"> Can Be Displayed or Kept Private Highly Personal No Approval Time 	<p>N/A</p>	 Practical Magic of Thank You
<p>Verbal Thank You Spoken 'Thank You' given multidirectional, but specific about what is being recognized</p>	<ul style="list-style-type: none"> Timely Highly Personal 	<p>N/A</p>	 Verbal Thank You  Thank You Cards
<p>Special, Temporary Parking Spot Designated parking spots at a specific facility or in a specific complex clearly marked with recognition reason</p>	<ul style="list-style-type: none"> Local Visibility Senior Leader / Leader Recognition 	<p>Nominate: Supervisor Approve: Dept. Dir. Or Div./Facility Dir.</p>	

¹Additional recognition ideas can be found by visiting the National Association of State Personnel Executives [site](#)

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Option	Benefits	Suggested Nomination & Approval Process	Templates / Resources
<p>Remote Work Approval to work from home (or appropriate alternative)</p>	<ul style="list-style-type: none"> ▪ Demonstrates Trust ▪ Provides Autonomy ▪ Enhances Work/Life Balance ▪ Reduced Commute Times / Costs 	<p>Nominate: Supervisor Approve: Div./Facility Dir.</p>	 Remote Work
<p>Flexible Work Schedules Approval to work an alternate schedule (e.g., off Thursday, work Saturday)</p>	<ul style="list-style-type: none"> ▪ Demonstrates Trust ▪ Enhances Work/Life Balance ▪ Easily Seen by Colleagues 	<p>Nominate: Supervisor Approve: Manager or Div./Facility Dir.</p>	 Flex Work
<p>Time Off Managing, role modeling, and honoring time off requests</p>	<ul style="list-style-type: none"> ▪ Provides Flexibility ▪ Enhances Work/Life Balance 	<p>Nominate: Supervisor Approve: Manager</p>	 Time Off
<p>Casual Dress Approval to wear casual clothes to work</p>	<ul style="list-style-type: none"> ▪ Allows for Greater Authenticity ▪ Reduced Costs Related to Cleaning and Maintaining formal business attire 	<p>Nominate: Supervisor Approve: Div./Facility Dir.</p>	 Casual Dress
<p>Learning and Development Opportunities Assignment to a special team or no-cost development course (e.g., Leadership Academy)</p>	<ul style="list-style-type: none"> ▪ Supports ENGAGE Development Focus ▪ Helps Satisfy CLE or Continued Education Requirements 	<p>Nominate: Supervisor Approve: Div./Facility Dir.</p>	 Learning & Development