About the ENGAGE 2.0 Recognition Menu

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

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

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

<table>
<thead>
<tr>
<th>Option</th>
<th>Benefits</th>
<th>Suggested Nomination &amp; Approval Process</th>
<th>Templates / Resources</th>
</tr>
</thead>
</table>
| **State / Governor Recognition**<sup>1</sup> | Recognition with statewide visibility; examples include the Medal of Valor | **Nominate:** Supervisor or Team Member  
**Approve:** Dept. Dir. | ![Employee of the Month](#)  
![Award of Distinction](#)  
![Quality and Productivity](#) |
| **Department Recognition**<sup>1</sup>      | Recognition with visibility across a department; examples include local ‘Shout Out’ boards | **Nominate:** Supervisor or Team Member  
**Approve:** Dept. Dir. | ![Local Recognition](#) |
| **Facility / Location Recognition**<sup>1</sup> | Recognition with visibility across a facility; examples include the Corrections Lifesaver Award | **Nominate:** Supervisor or Team Member  
**Approve:** Dept. Dir. or Div./Facility Dir. | ![Practical Magic of Thank You](#)  
![Verbal Thank You](#)  
![Thank You Cards](#) |
| **Written / Documented Thank You**          | Multidirectional recognition devices; examples include thank you notes, certificates, peer-to-peer tokens, etc. | **N/A** | ![Practical Magic of Thank You](#)  
![Verbal Thank You](#)  
![Thank You Cards](#) |
| **Verbal Thank You**                        | Spoken ‘Thank You’ given multidirectional, but specific about what is being recognized | **N/A** | ![Verbal Thank You](#)  
![Thank You Cards](#) |
| **Special, Temporary Parking Spot**         | Designated parking spots at a specific facility or in a specific complex clearly marked with recognition reason | **Nominate:** Supervisor  
**Approve:** Dept. Dir. Or Div./Facility Dir. | ![Practical Magic of Thank You](#)  
![Verbal Thank You](#)  
![Thank You Cards](#) |

<sup>1</sup> Additional recognition ideas can be found by visiting the National Association of State Personnel Executives [site](#)
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| Remote Work                     | Demosntrates Trust, Provides Autonomy, Enhances Work/Life Balance, Reduced Commute Times / Costs | Nominate: Supervisor  
Approve: Div./Facility Dir. | ![Remote Work](Remote Work.pdf) |
| Flexible Work Schedules         | Demonstrates Trust, Enhances Work/Life Balance, Easily Seen by Colleagues | Nominate: Supervisor  
Approve: Manager or Div./Facility Dir. | ![Flex Work](Flex Work.pdf) |
| Time Off                        | Provides Flexibility, Enhances Work/Life Balance                           | Nominate: Supervisor  
Approve: Manager | ![Time Off](Time Off.pdf) |
| Casual Dress                    | Allows for Greater Authenticity, Reduced Costs Related to Cleaning and Maintaining formal business attire | Nominate: Supervisor  
Approve: Div./Facility Dir. | ![Casual Dress](Casual Dress.pdf) |
| Learning and Development        | Supports ENGAGE Development Focus, Helps Satisfy CLE or Continued Education Requirements | Nominate: Supervisor  
Approve: Div./Facility Dir. | ![Learning & Development](Learning & Development.pdf) |
| Opportunities                   |                                                                           |                                                                              |                       |

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The ENGAGE 2.0 Recognition Menu

- **Remote Work**: Approval to work from home (or appropriate alternative)
  - Demonstrates Trust
  - Provides Autonomy
  - Enhances Work/Life Balance
  - Reduced Commute Times / Costs
  - Nominate: Supervisor  
  Approve: Div./Facility Dir.

- **Flexible Work Schedules**: Approval to work an alternate schedule (e.g., off Thursday, work Saturday)
  - Demonstrates Trust
  - Enhances Work/Life Balance
  - Easily Seen by Colleagues
  - Nominate: Supervisor  
  Approve: Manager or Div./Facility Dir.

- **Time Off**: Managing, role modeling, and honoring time off requests
  - Provides Flexibility
  - Enhances Work/Life Balance
  - Nominate: Supervisor  
  Approve: Manager

- **Casual Dress**: Approval to wear casual clothes to work
  - Allows for Greater Authenticity
  - Reduced Costs Related to Cleaning and Maintaining formal business attire
  - Nominate: Supervisor  
  Approve: Div./Facility Dir.

- **Learning and Development Opportunities**: Assignment to a special team or no-cost development course (e.g., Leadership Academy)
  - Supports ENGAGE Development Focus
  - Helps Satisfy CLE or Continued Education Requirements
  - Nominate: Supervisor  
  Approve: Div./Facility Dir.