



## Top Ways to Recognize Team Members

**There are tons of ways to recognize and reward team members for their hard work and contributions to the cause.** Below are some top ways to show thanks and appreciation, as well as a few things to keep in mind when doing so.

**Say thank you.** A simple thanks goes a long way! Whether one on one or publicly, thanking someone for their hard work is always appreciated.

**Give compliments and kudos.** Saying 'great job', giving compliments on what someone created, or praising the quality of their work can help members feel valued.

**Send a hand-written note.** Emails and texts are great, but a personalized, hand-written note is always a nice way to be recognized.

**Have a 'recognition box' or way for members to give shoutouts to each other.** Peer-to-peer recognition is important and allows team members to build each other up. Collect them over the course of the month and share during your team meetings!

**Give small gifts.** Simple gifts like a gift card, coffee/tea and a mug, paying for lunch out, etc. can be a small way to show appreciation.

**Highlight a 'team member of the month' (or quarter, or year).** Depending on the size of your team, spotlighting a member every so often can be a fun way to recognize them.

**Feature a team member in a blog, newsletter, or on social media.** If your team has any formal communication to members, other partners, etc. it can be nice to feature a member and their work or accomplishment.

**Create a 'traveling trophy'.** Have a simple award (it could be a literal trophy, a trinket, a certificate, anything!) that can be passed between members whether monthly or when the current owner chooses to recognize someone else. You can pick something sincere or silly, whatever fits your team culture.

**Tell their supervisor.** Reach out to a team member's supervisor or office/division to let them know what someone has accomplished or contributed. Oftentimes people don't talk up the great work that they do!

**Plan an awards ceremony (or a party or potluck).** Taking time at the end of the semester/year to formally recognize members with awards and show appreciation is a nice gesture. Or host an informal party or potluck while still taking time to thank members for their hard work!

## Things to Keep in Mind

**Utilize your PIP funding.** PIP funds can be used for items related to member recognition, to order food/host events, and for other things related to rewards and recognition.

**Celebrate wins, no matter how small.** Every accomplishment is important - recognize the individual members who made it happen and take time during team meetings to give shoutouts and kudos.

**Different people like to be recognized in various ways.** Some people don't like the spotlight and prefer one on one recognition versus in a large group. Ask people how they like to be recognized and rewarded and make notes.

**Personalize rewards when possible.** Try to make the note/gift/etc. specific to the person, not just the same exact thing for everyone. This might not always be possible, but when you can, try to personalize it.

**Be authentic and genuine.** Don't give rewards and recognition because you feel like you have to. It should come from a place of truly wanting to build people up and say thank you.

**Document and share accomplishments.** Have a record of what the team has achieved and work to share it with other stakeholders, campus administrators, the campus community, etc.

**Give recognition regularly.** Recognition is great when projects are completed or accomplishments happen, but overall strive to create a team culture where thanks and recognition are given freely. However, try to find a balance so that it doesn't seem excessive or unnecessary.