

How do you like to be recognized?

A short form for each person on a team. It takes 3 minutes and helps managers thank people in the way they prefer.

Name

Team

Date

1. When you have done good work, how would you like to hear about it?

- ☐ A private word from my manager
- ☐ A written note or message
- ☐ A mention in a team meeting
- ☐ A mention in a wider company channel
- ☐ A mix, depending on the work

2. Who would you most like to hear it from?

- ☐ My manager
- ☐ A senior leader
- ☐ My colleagues
- ☐ Customers or people I support

3. Which of these would mean the most to you?

- ☐ Being told specifically what I did and what it changed
- ☐ Time back (an early finish, a day off)
- ☐ A chance to learn or take on something new
- ☐ A small gift or voucher
- ☐ Being asked for my view on a decision
- ☐ Something else (write below)

4. Is there anything you would rather we did not do?



5. What is a recent piece of work you were proud of?

Why ask: only 10% of employees say they have been asked how they like to be recognized (Gallup, 2023), and most prefer a mix of public and private recognition (Gallup and Workhuman, 2022).