

# Recognition Profile

The Recognition Profile is a tool to help managers, employees, and colleagues provide each other with meaningful recognition/appreciation as well as to get to know one another better. For each question, please indicate the forms of recognition that you find meaningful and prefer receiving.

**Name:**

**Position & Department:**

**1. I like to be recognized for:**

Projects/tasks completed

Skills

Team effort

Persistence

Reliability

Customer service

Dedication

Creativity/Innovation

Going above and beyond

Being supportive of others

Overall effort

Professional growth

Other:

**2. I prefer these forms of recognition:**

Verbally/in person acknowledgement

Written acknowledgement:

Email/virtual

Note/card/other hard-copy format

Expanded Participation

Receiving more information

A chance to be creative/innovative/take risks

Opportunities to learn a new skill

Getting to know someone on more of a personal level

Being asked for input

Being asked to take on new responsibilities

Work schedule flexibility

Other:

**3. I prefer to receive recognition:**

In private

In small groups

As a part of more formal ceremonies/gatherings

Other:

**4. Some specific things I like to be recognized for:**

**5. I am personally most proud of these qualities of character and examples of actions I might take:**

**6. Any personal information that you wish to share to help you colleagues get to know you (e.g. birthday, family members names, hobbies):**