Recognition Profile

The questions asked here are intended to create an opportunity for supervisors, employees, working colleagues, and team members to get to know one another better. This tool is designed to share information that will make it easier for us to express sincere and meaningful appreciation for one another.

Date: ___________
Name: ___________________________________________
Position Title: ________________________________
Department: __________________________

My Recognition Profile

1. Listed here are some words that describe the type of work environment I find most rewarding:

2. Listed here are examples of the kinds of actions I take, or qualities of character I feel I bring to the workplace, that I am personally most proud of:
Recognition Profile (Continued)

3. These are some specific things I like to be recognized for:
   ____ A task performed or completed.
   ____ A skill that I possess or demonstrate.
   ____ A quality of character that I have demonstrated.
   ____ Persistence. Remaining reliable through a difficult period of time.
   ____ Team effort. Pitching in, helping out, supporting others, etc.
   ____ Exemplary customer service. Caring, compassion, helping out, etc.
   ____ My role in resolving a particularly difficult problem.
   ____ Creativity. Generating ideas, solving problems in creative ways, encouraging creative thinking.
   ____ Other: ________________________________

4. The following are considered meaningful forms of recognition to me:
   ____ Acknowledgement: Verbally and/or in person
   ____ Acknowledgement: In written form
   ____ Expanded Participation
   ____ Receiving more information
   ____ Being asked for input
   ____ Getting to know someone on more of a personal level
   ____ Being asked to take on new responsibilities
   ____ Opportunity to learn something new
   ____ A chance to be creative / innovative / risk taking
   ____ Work schedule flexibility

5. This is how I prefer to receive recognition. (Examples: In Private. In small groups. As a part of more formal ceremonies or gatherings.)