Academic Manager Rewards & Recognition Toolkit

Employee engagement is key to performance and leads to positive effects in productivity, improved work quality, and decreased job turnover. Knowing how and when to praise your team is important because team members respond to appreciation of their good work. It makes them feel valued and it shows that you trust that they are doing their jobs well.

The Academic Manager Rewards & Recognition Toolkit contains tips for effective team member recognition, low and no cost recognition ideas and a Team Member Recognition Profile that will help you get to know how your team wants to be recognized. It will also help you:

- Build and sustain a culture of caring and recognition where highly engaged team members feel appreciated and motivated to achieve your department’s mission
- Engage team members to achieve excellence through recognition activities
- Reinforce team member behaviors that align with organizational values/goals
- Cultivate team member commitment, loyalty, and pride in their work

Email the Rewards & Recognition team at AskHR@virginia.edu for consultation services. We are here to help you!
Team Member Recognition Profile
Get to know your team members and understand what motivates them and understand their preferences. Consider asking your them to complete the following profile and take time to recognize and reward them for positive outcomes, accomplishments and behaviors.

Team Member’s Name ____________________________________________________________

Please complete the following questions with the amount of detail that feels comfortable. This form will help your manager understand how you like to be recognized and give your manager ideas on what forms of rewards are meaningful for you.

1. What name do you prefer to be called? ________________________________
2. What are your hobbies? _____________________________________________
3. What place do you refer to as “home”? ________________________________
4. What types of books, movies or music do you enjoy? ____________________
5. What is your favorite sport or team? __________________________________
6. What is your favorite type of food? ________________________________
7. Share the important relationships in your life (family, friends, pets) ______
   ______________________________________________________________________
8. What is your favorite pastime or hobby (culture, outdoors, reading, crafting, etc..)? ______
   ______________________________________________________________________
9. Below, please circle any recognition/activities that match your preferences.
   • I prefer public acknowledgement in:
     Small group setting | Department meeting | Public stage | All
   • Treat or favorite snack (Please list your favorite):
   • Restaurant or coffee gift card
   • Rewards: Award or certificate (framed) | Small gifts or both
   • UVA branded merchandise
   • Sporting tickets (when sports resumes)
   • Movie tickets
   • Flowers or plant (Please list your favorite):
   • Other: ________________________________________________________________
Manager Resources

Recognition Events

Service Awards – honors team members who have achieved service milestones beginning with 10 years of continuous service and every five years thereafter. Team members who celebrate service anniversaries of 10, 15 and 20 years by July 1 are honored at a university-wide reception. Team members who have achieved 25 or more years of service are recognized at the annual Service Awards Dinner given in their honor.

Annual Staff Appreciation Breakfast – senior leaders celebrate staff contributions by serving them pancakes, sausage, oatmeal, eggs, fruit, and gluten-free options.

Recognition Awards

UVA Discounts
Movie & theme park discounted tickets
Discounted Sporting events tickets
Governor’s Honor Award
Hoos Building Bridges Award
Leonard W. Sandridge Outstanding Contributor Award
Thomas Jefferson Award
Low Cost Recognition Ideas
Consider these easy and cost-effective ways to recognize, reward and celebrate your Employees:

<table>
<thead>
<tr>
<th>Consider . . .</th>
<th>With these Ideas . . .</th>
</tr>
</thead>
<tbody>
<tr>
<td>Showing you really know your team</td>
<td>• Recognize teams and celebrate accomplishments, birthdays, anniversaries, and years of service with a cake. When possible, combine multiple celebrations monthly.</td>
</tr>
<tr>
<td></td>
<td>• Allow team members to choose a reward when they demonstrate expected behaviors</td>
</tr>
<tr>
<td></td>
<td>• Send a personalized note</td>
</tr>
<tr>
<td>Encouraging your team to pursue personal development opportunities</td>
<td>• Promote the use of Education Benefits</td>
</tr>
<tr>
<td>Knowing what your Team enjoys</td>
<td>If your budget allows:</td>
</tr>
<tr>
<td></td>
<td>• Purchase discounted movie tickets</td>
</tr>
<tr>
<td></td>
<td>• Purchase a small gift for your team member to use in her/his hobby</td>
</tr>
<tr>
<td></td>
<td>• Send your team member a small fresh flower arrangement to recognize his/her work.</td>
</tr>
<tr>
<td></td>
<td>• Make a candy or fruit basket for your team member</td>
</tr>
<tr>
<td>Making meetings more inviting</td>
<td>• Provide food and drinks during a team meeting.</td>
</tr>
<tr>
<td>Giving promotions the fanfare, they deserve</td>
<td>• Use streamers, festivities, purchase refreshments and/or a UVA gift item if your budget allows. Celebrate with the entire team.</td>
</tr>
<tr>
<td>Thinking about little ways to celebrate</td>
<td>• Have a party to kick off the changing seasons. Consider a potluck and provide the main dish.</td>
</tr>
<tr>
<td>Empowering your team to recognize others</td>
<td>• Promote peer-to-peer recognition. Develop a system where cards can be given by team members to each other.</td>
</tr>
</tbody>
</table>
Consider . . .  
With these Ideas . . .

| Taking advantage of programs, tools, and resources | • Recommend internal/local opportunities available through Talent Management  
• Give your team member a book on leadership. Consult with your Learning and Development team |
| Making a team member’s workspace fun and comfortable | • If your budget allows, consider updating the team member’s office equipment (e.g., chair, desk, phone, etc.) to allow for more personalization.  
• Tie Mylar balloons to the team member’s chair. Remember: no latex balloons |
| Offering the opportunity for team members to interact with senior leaders | • Invite your senior leader to a team meeting, celebration, or Q&A session to discuss a specific initiative. |

**How to Recognize**
As a leader in the organization, you can develop and shape our culture of caring. In a single moment, you can transform the team member’s experience from good to great! Building recognition behaviors into your day-to-day routine will make a significant difference in the team member’s experience at UVA.

**Tips for Effective Team Member Recognition**

- Thank the team member in person, either in a private meeting or in a group meeting, depending on what the team member did and her/his preferences. Acknowledge the team member’s success and express appreciation for the good work.
- Give rewards in a timely fashion – not long after the successful moment occurs. Acknowledging the success right away lets the team member know you noticed what was done and that you appreciate the effort.
- If you’re thinking of nominating a team member for any other organizational award, be sure to take a moment to let the team member know you’re making the nomination and why. But don’t miss out on the opportunity to recognize in a timely manner while the nomination goes through the nomination process, which may take a few weeks or more for a final decision to be made. Remember, you can’t over-recognize someone for behaviors that are worth receiving an award!

**Personal Note**
- Some team members in the organization appreciate receiving recognition in the form of a personal or handwritten note by someone from senior management.
- Team members feel elated and motivated when they realize their hard work is being noticed by leaders.
Along with a personal note, if your budget allows, you can also present outstanding team members with rewards like UVA merchandise, candy or coffee. Use your Team Member Recognition Profile to determine what will work best for that team member.

Team Event

- This method of team member recognition can be used especially when a team instead when the entire team has performed well and needs to be rewarded.
- Organizing a team event like a lunch, party, or an outing, where everyone on the team can enjoy the celebration together is a good team building effort that encourages positive team performance.
- Individual team members can also be honored at an event where the entire team is present.

Job Enrichment

- Academic team members work hard and you can reward their efforts by giving them stretch assignments or special projects.
- Approving flexible work hours and awarding leave time are nice options to reward your team members.

Other Recognition Ideas

- Use praise.
- Increase team member visibility.
- Communicate with your team giving regular information and updates. It will stop potential rumors and increase their trust in the organization’s direction.
- Increase team member involvement. Create ways to solicit individual opinions on issues facing your organization. Allow them to have a voice in decision-making.
- Offer interesting work. Create opportunities for the individual to work on a special project team—a plum assignment that encourages their professional development.
- Give feedback on performance. Report back more frequently what you see the team member accomplishing and how they are meeting your expectations. This may lead to a mentoring relationship.
- Listen. Consciously practice deeper listening to understand and connect with the individual. Pay attention and stay focused to what your team member is saying.
- Encourage in-house training that allows your team member to learn a new skill. After the training, give them a project to use the new skills and allow them the autonomy to decide how the task should be completed. Review the Talent Management webpage for upcoming class schedules for your team member to attend.
- When in doubt, email the Rewards & Recognition team at AskHR@virginia.edu for consultation services. We’re here to help you!
Important Links

AskHR@virginia.edu

Compensation

Performance Management

Talent Management

UVA Human Resources

Office for Diversity, Equity, & Inclusion