Academic Division

REWARDS & RECOGNITION

PROGRAM OVERVIEW & MANAGER RESOURCES

ACADEMIC MANAGER
REWARDS & RECOGNITION TOOLKIT

SUMMARY

Employee engagement is crucial for performance, driving positive outcomes such as increased productivity, enhanced work quality, and lower employee turnover. Understanding when and how to acknowledge your team's efforts is vital, as recognition encourages team members by showing them their work is valued and that you trust them to perform well. The Academic Manager Rewards & Recognition Toolkit offers valuable strategies for recognizing team members, including low-cost and no-cost ideas for appreciation, as well as a Team Member Recognition Profile to help you understand each team member's preferences for recognition.

The Toolkit will help you:

- Foster a culture of recognition, motivating team members to support your department's goals.

- Encourage excellence through recognition activities.

- Reinforce behaviors that align with organization values

- Strengthen team commitment, loyalty, and pride in their work.

For questions or to schedule a consultation, email the Academic Rewards & Recognition team at AskHR@virginia.edu.

TEAM MEMBER RECOGNITION PROFILE

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 most meaningful for you.

Team Member's Name _____

- What name do you prefer to be called?

- What are your hobbies?

- What place do you refer to as "home?"

- What types of books, movies or music do you enjoy?

- What is your favorite sport and sports team?

- What is your favorite type of food?

- Share the important relationships in your life (family, friends, pets)

- What is your favorite pastime or hobby?

Please select any recognition /activities that match your preferences for public acknowledgment.

Small Group Setting	Department Meeting	Public Setting
Favorite treat or snack		
Restaurant or coffee gift card		
Award/Certificate	Small gift	
UVA branded merchandise	Department branded merchandise	
Sporting tickets	Movie tickets	
Favorite flower/plant		
Other:		

CELEBRATING TEAM MEMBERS

- **Hoos Building Bridges Award–** recognizes University and UVA Health team members and Contingent Workers who create partnerships across schools, units, and departments.

- **Service Awards** – recognizes team members who have achieved service milestones beginning with 10 years of continuous service and every five years thereafter. Those who celebrate service anniversaries of 10, 15, and 20 years by July 1 are recognized at a university-wide reception. Team members who have achieved 25 or more years of service are recognized at the Annual Service Award Dinner.

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

- **Leonard W. Sandridge Outstanding Contributor Award -** recognizes University and UVA Health team members and Contingent Workers whose service and contribution to the University have far exceeded exemplary performance.

VIEW REWARDS & RECOGNITION WEBPAGE

LOW COST RECOGNITION IDEAS

Consider these easy and cost-effective ways to recognize, reward and celebrate your team members. Refer to the UVA Finance Goods and Services Guide for guidance on gift cards, catering, etc.

RECOGNITION IDEAS	
THOUGHT	ACTION
Showing you really know your team	· Recognize teams and celebrate accomplishments, birthdays, anniversaries and years of service with a cake. **NOTE:** Keep in mind cultural and personal preferences as not everyone celebrates birthdays. · When possible, combine multiple celebrations on a monthly basis. · Allow team members to choose a reward when they demonstrate expected behaviors · Send a personalized note.
Encouraging Acts of Service	Encourage individual use of School Assistance and Volunteer Service Leave or volunteer as a team in the local community.
Knowing what your team enjoys	· Purchase discounted movie tickets. · Purchase a small gift or gift card to recognize a team member. · Make a candy or fruit basket for your team member. · Encourage your team to complete the Team Member Recognition Profile.
Making meetings more inviting	Provide food and drinks during a team meeting.
Giving promotions the fanfare they deserve	Use streamers, festivities, purchase refreshments and/or a UVA gift item if your budget allows. Celebrate with the entire team.
Thinking about little ways to celebrate	Have a party to kick off the changing seasons. Consider potluck and provide the main dish.
Empowering your team to recognize others	Promote peer-to-peer recognition. Develop a system where cards can be given by team members to each other.
Taking advantage of programs, tools and resources	Promote the use of Educational Benefits. Promote learning opportunities available offered by the Learning and Development team and your your team grow their careers with assistance from the Career Navigation team.
Awarding Recognition Leave	Eligible Academic Staff may receive Recognition Leave (as well as bonuses and non-monetary awards) for contributions to the University. Questions? Visit Occasional Time Off webpage.
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.

MORE RECOGNITION IDEAS

INDIVIDUAL RECOGNITION

- Some team members in the organization appreciate receiving recognition in the form of a personal or handwritten note by senior management.
- These team members feel elated and motivated when they realize their hard work is being noticed by leaders.
- In addition to a personal, note if your budget allows, present outstanding team members with rewards like UVA/Department merchandise, candy, or gift cards. Use your Team Member Recognition Profile to determine what team member would appreciate most.

TEAM EVENT

- This approach to team recognition is particularly effective when the entire team has excelled and deserves to be rewarded.
- Hosting a team event such as a lunch, party or outing, where everyone can celebrate together, is an excellent team-building activity that fosters positive team performance.

JOB ENRICHMENT

- Reward team members with stretch assignments or special projects.
- Look for ways to give them added responsibilities and the opportunity to excel.

SOCIAL MEDIA

- Recognize your team's efforts on social media to boost morale and enhance your department's image.
- Post quotes or testimonials from customers or other departments praising your team's work. Hearing positive feedback from external sources can be very motivating.
- Create a Spotlight Series featuring your team members and their recent achievements.
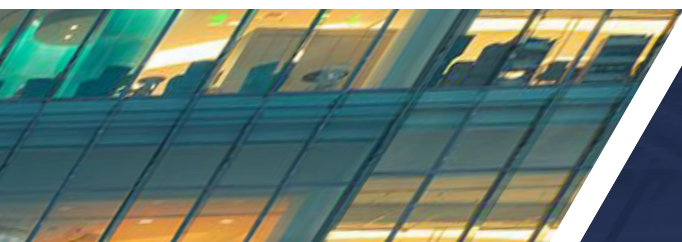
HOW TO RECOGNIZE

As leaders of 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.

Below we have compiled a few ideas to help you build your comfort level.

THANK YOU

Thank the team member in person, either in a private meeting or in a group meeting, depending on what the team member did and his/her preferences. Acknowledge the team member's success and express appreciation for the good work.

TIMELY

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.

THE WHY

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!

IMPORTANT LINKS

Academic Rewards & Recognition
Career Navigation
Compensation
Education Benefits
Learning & Development
Performance Management
Talent Development
UVA Discount Program
UVA Human Resources

Academic Staff Recognition Leave Request Form

For Consultation Services email the Academic Rewards & Recognition team at
AskHR@virginia.edu. We are here to help you!

UVAHR