

Academic Division

REWARDS & RECOGNITION



PROGRAM OVERVIEW & MANAGER RESOURCES



ACADEMIC MANAGER REWARDS & RECOGNITION TOOLKIT

SUMMARY

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

PURPOSE OF DOCUMENT

The purpose of this document is to assist Academic Division managers in recognizing and rewarding your employees. We have provided a list of the rewards options available, and a variety of recognition ideas to show your support and boost morale. For questions or further discussion, a member of the UVA HR Rewards and Recognition team will be happy to speak with you.

TEAM MEMBER RECOGNITION PROFILE

Get to know your team members and understand what motivates them and understand their preferences. Consider asking your team members to complete the following profile and take the time to recognize and reward team members 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.

- 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? (culture, outdoors, reading, crafting, etc.)

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
- Movie tickets
- Flowers or plant (Please list your favorite):
- Other:

CELEBRATING TEAM MEMBERS

- **Hoos Building Bridges Award** – recognizes University and UVA Health team members and Contingent Workers who demonstrate leadership and create partnerships across schools, units, and departments.
- **Service Awards** – employees who have achieved service milestones beginning with 10 years of continuous service and every five years thereafter. Employees who celebrate service anniversaries of 10, 15, and 20 years by July 1 are honored at a university-wide reception. Employees who have achieved 25 or more years of service are recognized at the annual Service Awards Banquet 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.
- Movie & theme park discounted tickets
- Discounted Sporting events tickets
- Governor’s Honor Award
- Leonard W. Sandridge Outstanding Contributor Award

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LOW COST RECOGNITION IDEAS

Consider these easy and cost-effective ways to recognize, reward and celebrate your team members:

RECOGNITION IDEAS	
THOUGHT	ACTION
Showing you really know your team	<ul style="list-style-type: none"> Recognize teams and celebrate accomplishments, birthdays, anniversaries and years of service with a cake. 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 your team to pursue personal development opportunities	Promote the use of Educational Benefits .
Knowing what your team enjoys	<ul style="list-style-type: none"> Purchase discounted movie tickets. Purchase a small gift for your team member to use in his or her hobby. Send your team member a small fresh flower arrangement to recognize his/her work. Make a candy or fruit basket for your team member.
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	<ul style="list-style-type: none"> Recommend internal/local opportunities available through UVA 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	<ul style="list-style-type: none"> 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 in the health system. You can use the Auxiliary gift shop
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

PERSONAL NOTE

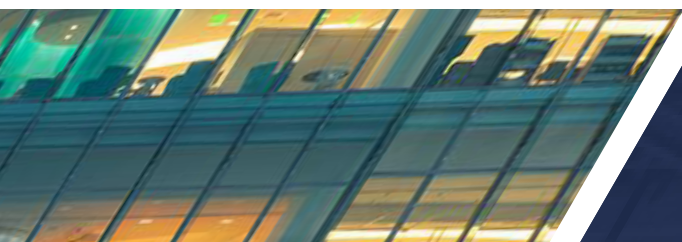
- Some team members in the organization appreciate receiving recognition in the form of a personal or handwritten note by someone from senior management.
- These team members feel elated and motivated when they realize their hard work is being noticed by leaders.
- Along with a personal note if your budget allows, you can also present outstanding team members with rewards like UVA merchandise, candy, coffee cards, or lunch cards. 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 on the whole has performed well and needs to be rewarded.
- Organizing a team event like a lunch, party or an outing, where the whole team can enjoy the celebration together, is a good team building effort that encourages positive team performance.
- Also, certain individual team members can 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
- You can shift them to new and important projects or bestow them with added responsibilities, which they would be happy to shoulder.
- Approving flexible work hours and awarding leave time are nice options to reward your team members.



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 at UVA Health.

Below we've 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

[UVA Human Resources](#)

[Compensation](#)

[Performance Management](#)

[Talent Management](#)

[Office for Diversity, Equity, & Inclusion](#)

When in doubt, email the Rewards & Recognition team at AskHR@virginia.edu for consultation services. ***We're here to help you!***