

## 1. Meaningful Recognition

### a. Public Recognition

#### i. iAwards

1. iAwards are printed certificates given out to all staff by senior leadership. There are a mixture of serious and light-hearted awards to recognize employees for their hard work and silly things over the course of the year. Examples of awards might be “i-Care A lot” Award or the “i-need a vacation” award for someone who has worked a ton of hours. (Rec Sports)

#### ii. Shout Outs

1. Before each Divisional meeting staff is able to submit items in which staff members have gone above and beyond in their job description. Our Director then reads these ‘shoutouts’ and thanks each person for their efforts. (Rec Sports)
2. A form that is filled out and posted in the briefing room for all to see as well as a mention at briefing. (UWPD)

### b. Personal Touch

#### i. Notes

1. Handwritten note on their work anniversary. Include a certificate for a scoop of Babcock ice cream! (RSP)
2. Handwritten birthday card.

### c. Make it fun!

#### i. Challenge Coins

1. The Division purchases a small coin the size of a silver dollar. On the coin is images of the University, Division, and mission. Coins are awarded to staff for doing great things and to remind them the value of what they do. Departments often play a game where at a restaurant anyone can pull out their coin from the pocket. Those who don’t have their coins on them must pick up the tab. (Rec Sports & UWPD)

#### ii. iAwards

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### d. Quick EIDeas

- i. Put a note in a monthly newsletter
- ii. Take an employee or team out to an appreciation lunch
- iii. Create an annual award ceremony, big or small

## 2. Effective Communication

### a. One-on-One

#### i. Performance Management

1. Visit [OHR’s Performance Management](#) page to learn more about how to implement a successful and effective performance management

program in your unit. Research has shown that effective performance management drives employee behaviors that align with organizational goals and objectives. By clarifying expectations, recognizing high performers, addressing performance issues, and identifying developmental needs, performance management systems can drive improved employee performance.<sup>1</sup> The university is best served when it supports employees to meet their career and professional goals while at the same time maintaining a high-performing workforce. Employees are best served when they receive ongoing feedback on their performance and career growth.

- b. Large Group**
    - i. Bulletin boards
    - ii. Intranet
  - c. Quick EIDeas**
    - i. Install a suggestion box
    - ii. Distribute a monthly newsletter
- 3. Professional Growth and Development**
- a. One-time Professional Development Opportunities**
    - i. OHRD
  - b. Ongoing Initiatives**
    - i. Health and wellness initiative
    - ii. Annual evaluation
  - c. Quick EIDeas**
    - i. Develop an employee program for discounted tuition
    - ii. Support employee access to Cultural Linguistic Services
- 4. Recruitment and Retention**
- a. Find the Best People**
    - i. Targeted recruitment
    - ii. AIMS Internship Program (Urban League)
  - b. Help Them Succeed**
    - i. Onboarding
    - ii. Health and wellness initiatives
  - c. Quick EIDeas**
    - i. Diverse screening panels
    - ii. Shorter screening process
    - iii. Mentoring
    - iv. Flex schedules
- 5. Creating an Inclusive and Respectful Environment**
- a. Breaking Down Barriers**
    - i. "Coffee with Bob" (informal gathering with leadership)

**b. Improving the Environment**

- i. Empowering employees to do job and being creative in accomplishing what needs to be done
- ii. Environment for learning from one another
- iii. Availability of computers
- iv. Space for taking breaks instead of having to sit in lobby to eat (e.g. custodians)
- v. Understanding cultural diversity (all staff)

**c. Quick EIDeas**

- i. Simple acknowledgement – saying hello, thank you, recognizing job well done
- ii. Mission/vision/business card
- iii. Include EID as part of position description

**6. Leadership Development for Supervisors**

- a. Housing Leadership
- b. Coordinated leadership initiative
- c. Jones Leadership
- d. Continuing Education
- e. OHR - Fully Prepared to Lead