

Tips for Sharing Meaningful Recognition

This is an opportunity to make the employee feel special and truly recognize them for their work. Here are a few recognition tips:

- Recognize the employee in a timely manner. They should be notified before the award is deposited into their account.
- Share the award with the recipient in person, if possible, and be mindful of the employee's preferences for receiving recognition. Would they prefer a one-on-one meeting behind closed doors? Or, would they like to be notified during a unit meeting?
- Be sure to provide specific reasons why the employee is receiving this award. You can share the written justification provided with the nomination or write a memo outlining the reasons for the award and the impact their work has had on the department and/or Mason.
- A sample memo has been provided on the next page as an example that includes the award amount, when the recipient can expect the award as well as specific details on why they are being recognized.



MEMORANDUM

Human Resources & Payroll
4400 University Drive, MS 3C3, Fairfax, Virginia 22030
Phone: 703-993-2739; Fax: 703-993-2601

To: John Doe

From: Name, Department

Date: Date

Subject: Impact Award

Congratulations! You are the recipient of a \$XXX impact award, which will be directly deposited into your account with your semi-monthly paycheck.

This award is for your assistance with the recent departmental move to the new location on campus. You oversaw moving all of the files, supplies, and computers in addition to communicating the logistics to all faculty and staff in the department. Your oversight, attention to detail and hard work ensures a smooth move and transition to the new office with minimal disruption to work.

Thank you for all you do for Department and for Mason.