

Employee Recognition

Budget

Once you have selected the goals of your program, you will want to constitute a budget. It's important to remember that an extravagant budget is not necessarily required. Rewards can be anything from a high five to an all-expenses paid vacation. When creating a budget, make sure the rewards offered are attainable for more than just one year. You don't want to start a program, only to disassemble it the following year due to budget issues.

Talk to your management team or any department that would be in charge of allocating funds toward an employee recognition program. Decide collectively how much the company wants to spend on the program. Remember that saying, "Thank you!" is free.

Setting Guidelines

According to Webster's dictionary, guideline is defined as a general rule, principle, or piece of advice. A guideline is a statement by which to determine a course of action. A guideline aims to streamline particular processes according to a set routine or sound practice.

We have discussed prior, that making sure you're guidelines are clear and simple is imperative for success. Training management on how to draft those guidelines is paramount. Keep in mind that a good recognition and reward system provides employees with three things:

- A reasonable reward for their efforts
- Inspiration to sustain and improve their job performance
- A clear description of what behaviors the company values

When setting guidelines, make sure that you follow within the parameters of your company policies and goals.

Keep it Simple

Designing an employee recognition program can be likened to a snowball rolling down a hill. When the ball rolls down the hill, it collects snow. The bigger the snowball gets the more snow it collects and the faster it grows. What seems to start out small and simple can grow large and complicated very easily. When you are developing your program, make sure to keep the guidelines as clear and simple as possible. Check with your staff to see if they have questions about the program. If so, you may need to rethink some of its aspects.

- Keep the guidelines simple and clear
- Provide examples of what you expect
- Provide tools that explain the goals or criteria
- Offer training and information sessions