

# Recognition Checklist:



## Schedule the Recognition Event

- Pick the date, time and location (or virtual platform).
- Ensure the employee is available and working that day.
- Invite team members, coworkers, and family members.



## Plan the Presentation

- Decide if you will present or involve others to say a few words.
- Highlight the employee's key career accomplishments.
- Prepare a presentation piece (certificate, award or digital display).

Consider the employee's preferences:

- Do they prefer a small or large gathering?
- Would they like to include family?



## Rehearse

- Ensure you have the presentation piece ready.
- Plan what you will say, using the employee's preferred name.
- Share a meaningful story or memory.

Gather input from coworkers, including:

- Personal stories or memories.
- Mention of family, hobbies, or interests.



## Deliver the Recognition

- Smile and maintain positive body language.
- Be enthusiastic and sincere.
- Make it public, if appropriate, and invite peers to share thoughts.

Virtual Tips:

- Use personalized backgrounds or images.
- Create an engaging virtual environment with slideshows or videos.
- Start with small celebrations for employees' service and increase the scale of activity as their tenure with the company grows.



## Make it Memorable

Personalize the moment with symbolic gestures, like:

- A signed card or framed photo.
- Involve the employee's family, if appropriate, and thank them for their support.

**Remember, giving each anniversary the recognition it deserves leads to a more engaged and productive team.**