



The Ultimate Guide to Employee Appreciation

Checklist

Employee appreciation isn't just a once-a-year event – it's a fundamental pillar of any thriving workplace culture. Acknowledging the unique strengths and efforts of each individual employee is key to fostering an inclusive, productive and positive work environment.

Here are some essential insights and actionable tips to cultivate a culture of appreciation within your organization, whether your team works in-office, remotely, or in a hybrid setting.

Is Employee Appreciation Part of Your Workplace Culture?

You have a system for regular and meaningful recognition of employee efforts and milestones.

Your appreciation efforts are tailored to each employee's preferences and strengths.

You encourage feedback by creating a culture where employees feel heard and valued.

You offer professional development programs and opportunities for skill enhancement.

You plan regular inclusive team celebrations.

You encourage employees to express appreciation for their colleagues' efforts and contributions.

You survey employees to learn how they are feeling and identify areas for improvement.

Different Ways to Show Appreciation

Are you hitting all seven? If not, there may be opportunities to grow your organization's appreciation program.

Verbal Appreciation and Recognition

Tangible Rewards and Incentives

Professional Development Opportunities

Work Anniversaries and Milestones Celebrations

Peer-to-Peer Recognition Moments

Here are some ideas to implement these different types of appreciation:

Personalized messages from a manager

Specific compliments shared in private

A shout-out during a meeting

A gift or other tangible reward

Gift cards

Tickets or experiences

Training workshops, conferences and other events

Service anniversary celebrations

Birthday celebrations

A weekly "kudos" wall of appreciation from colleagues

A pizza party or luncheon

Awards for categories like "Best Collaboration" or "Most Creative Problem Solving"

Leveraging an Employee Appreciation Platform

Employee recognition technology helps better engage employees and ensure they are feeling valued, making it easier for managers and peers alike to show appreciation. If you're looking for a platform, make sure it includes the following features:

A variety of gift choices and flexible rewards

A user-friendly and intuitive interface

Peer-to-peer recognition and company-wide communication

Survey capabilities to keep your finger on the pulse

A data and analytics dashboard to measure impact

Workplace Appreciation Dates to Add to Your Calendar

Thank Your Mentor Day – Jan. 21

Compliment Day – Jan. 24

Random Act of Kindness Day – Feb. 17

Employee Appreciation Day – First Friday of March

Administrative Professionals Day – Wednesday of the last full week of April

Mental Health Awareness Month – All of May

Receptionists Day – May 13

Say Something Nice Day – June 1

Self-Care Day – July 24

Intern Day – July 30

Day of Encouragement – September 12

Customer Service Week – First full week in October

Boss's Day – October 16

Employee appreciation doesn't have to be complicated or costly. The most important thing is that it's done regularly, genuinely and inclusively.

Need more support with your employee appreciation program? [Get in touch today.](#)