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## Did You Know...

A reward and recognition program is an excellent way to attract and retain employees?

### Best Practices

When it comes to job satisfaction, most employees rank being recognized and appreciated for a job well done at the top of the list of what's important to them. It's no surprise then that in a 2005 survey conducted by the Society for Human Resource Management (SHRM), 84% of the organizations surveyed said they offer employee reward programs.<sup>1</sup>

In addition to attracting and retaining employees, reward and recognition programs can improve employee morale and create a positive work environment where employees are motivated to do their best work.

While many organizations recognize employees with monetary rewards or gifts, a successful reward and recognition program doesn't have to cost a lot of money. A personal thank you or a written note of thanks can mean a lot to employees. Other no or low-cost rewards include:

- U Casual dress
- U Discounts on the organization's products and/or services
- U Flexible work hours
- U Lunch with the employee's supervisor or manager
- U Paid time off
- U Lunch or snacks provided during busy work periods
- U Recognition in the organization's newsletter or at a staff meeting
- U Special parking spot

The following are tips for implementing a successful reward and recognition program:

- Link the program to the organization's mission and goals
- Take into account the organization's culture
- Get management support and commitment
- Consider creating a cross-functional team that represents the entire organization to develop the program
- Survey employees to get their input on what motivates them and how

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they want to be recognized and rewarded

- Make sure rewards are timely, frequent, sincere, and specific. Rewards should also reflect why the employee's contribution is important and how it benefits the organization
- Provide a variety of rewards to meet the varying interests of employees

<sup>1</sup> 2005 Reward Program and Incentive Compensation Survey Report, March 2005, Society for Human Resource Management, Survey Analyst Mary Elizabeth Burk.

**Call *AMTEK's* Human Resource Hot Line at **1.800.457.8829** for more information or for assistance in developing your reward and recognition program.**

This HR eNews is not intended to render legal advice but is meant for general informational purposes only.

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