

RECOGNITION SURVEY

How do you want to be recognized in our department? Each of us prefers to be recognized in different ways (i.e., some of us like to be recognized in a public celebration; others prefer quiet, personal recognition; etc.) Please complete this survey and let me know how to recognize your above and beyond performance!

Your Name _____ Date _____

1. What preferred name would you like used in a recognition ceremony?

2. What type of celebration do you prefer?

3. What type of award would you appreciate? (You can check more than one choice)

- | | |
|---|---|
| <input type="checkbox"/> Handwritten thank-you note/card | <input type="checkbox"/> Personalized plaque |
| <input type="checkbox"/> Typed letter for your personnel file | <input type="checkbox"/> Engraved trophy or other memento |
| <input type="checkbox"/> Framed certificate of achievement | <input type="checkbox"/> Something with the company logo |

4. What recognition gifts do you like? (You can check more than one choice)

- | | |
|---|---|
| <input type="checkbox"/> Shopping gift certificate | <input type="checkbox"/> Time with senior management |
| <input type="checkbox"/> Dinner for two | <input type="checkbox"/> Tickets to the theatre, ballet, symphony |
| <input type="checkbox"/> Attend a training class or seminar | <input type="checkbox"/> Opportunity to work on a special project |
| <input type="checkbox"/> CD's or DVDs | <input type="checkbox"/> Movie passes |
| <input type="checkbox"/> Tickets to a ball game | <input type="checkbox"/> Merchandise |
| | <input type="checkbox"/> Other: _____ |

5. Who would you prefer present the award to you?

- Your manager
- The person who nominated you for the award
- Senior management

6. May I publicize your accomplishment in the company newsletter?

- Yes No

7. If you had a day to spend as you choose, describe what you would do and where you would go:

