**Best Practices for Employee Recognition**

* Tie recognition in with NDOT’s mission, vision, goals, and values.
* Recognizing people based on specific results and/or behaviors
* Show that we are recognizing and value the person as a member of our team.
* Consistent application of recognition. Teammates can see that recognition is given out consistently amongst their peers.
* Peer-to-Peer Recognition Opportunities promotes a culture of recognition and stronger team connections.
* Recognition should be both immediate and meaningful. Effective recognition is specific and timely. It’s the difference between “Thanks, you did a good job on that report” and “Thanks for the report – I appreciate the clear visuals you used. The graphs on page 9 were especially effective in demonstrating your point. Excellent work!” Specific recognition helps employees understand which actions contribute to team goals and should be repeated. This type of praise should follow soon after the report is delivered, rather than an employee hearing about it six months later in a yearly performance review after you’ve forgotten the specifics of what they did.
* Recognition should also be frequent, visible, and tied to company values. Frequent recognition builds ongoing motivation and ensures that teammates always feel valued. Visible recognition provides positive reinforcement for both the teammate being recognized and other teammates around them. It also spotlights work that may have gone unnoticed and encourages increased collaboration. Values-based recognition brings the NDOT vision to life by reinforcing our core values.
* Review the Employee Recognition Program and share it with your teams.
* Celebrate your Teammates.
* Give your Teammates a voice in recognition.
* Be a champion for Teammate Recognition.
* Characteristics to keep in mind of effective employee recognition are:
	+ Timely
	+ Frequent
	+ Specific
	+ Visible
	+ Values-based