

MISSION:

CORE VALUES:



EMPLOYEE RECOGNITION CERTIFICATE

IS PROUDLY PRESENTED TO:

FOR THE CORE VALUE OF

DATE

PRESENTED BY

EMPLOYEE RECOGNITION CERTIFICATE

RECIPIENT:

RECOGNIZED FOR THE
CORE VALUE OF:

TIME PERIOD:

EXAMPLE OF
CORE VALUE ACTIONS:

INSTRUCTIONS FOR SUPERVISOR: Employee Recognition Certificate

WHY:

This Employee Recognition Certificate can be used to show employees your appreciation of them on a more regular basis. By taking notice, and also publicly showing your recognition, you can improve employee engagement and team morale in your organization.

Tips for recognizing employees:

- Give at least one specific example of their behavior. Tell a story with details.
- Try not to use generalizations like: “He always...” or “She never...”
- Recognition is not the time to “roast” or make fun of an employee.
- Print two hard copies the certificate. Give one to the employee, and place the other copy in their personnel file.
- Avoid comparing with other employees.
- A small gift of appreciation is always welcome, but not required. (Monetary gifts are fine, but creative gifts show thoughtfulness.)

HOW:

Every month, make time to recognize employees who have their “work anniversary” that month. During the course of the year, 100% of employees should be recognized. The goal is to recognize employees specifically for actions that demonstrate the company’s Core Values.

Fill out the front and back of the certificate, and hold a departmental gathering to read the story of recognition on the back to show your appreciation in front of the whole team.

FRONT: Place your company’s logo at the top and core values/mission in the gray box on the left. Enter employee’s name, date of recognition, and your name in the fillable PDF form. Then fill in the behavior/actions you want to recognize.

BACK: Fill in the fields so you can easily read the information as you present it to your employee. In the box, tell the story or situation that happened recently that prompted you to choose this person for this particular character quality.

Print and present it! Stay consistent, and show your recognition.