

Recognition Profile

The questions asked here are intended to create an opportunity for supervisors, employees, working colleagues, and team members to get to know one another better. This tool is designed to share information that will make it easier for us to express sincere and meaningful appreciation for one another.

[Click here to enter a date.](#)

Name:

Position Title:

Department:

1. Listed here are some words that describe the type of work environment I find most rewarding:

2. Listed here are examples of the kinds of actions I take, or qualities of character I feel I bring to the workplace, that I am personally most proud of:

3. These are some specific things I like to be recognized for:

- A task performed or completed.
- A skill that I possess or demonstrate.
- A quality of character that I have demonstrated.
- Persistence. Remaining reliable through a difficult period of time.
- Team effort. Pitching in, helping out, supporting others, etc.
- Exemplary customer service. Caring, compassion, helping out, etc.
- My role in resolving a particularly difficult problem.
- Creativity. Generating ideas, solving problems in creative ways, encouraging creative thinking.
- Other:

4. The following are considered meaningful forms of recognition to me:

- Acknowledgement: Verbally and/or in person
- Acknowledgement: In written form
- Expanded Participation
- Receiving more information
- Being asked for input
- Getting to know someone on more of a personal level
- Being asked to take on new responsibilities
- Opportunity to learn something new
- A chance to be creative / innovative / risk taking
- Work schedule flexibility

5. This is how I prefer to receive recognition. (Examples: In Private. In small groups. As a part of more formal ceremonies or gatherings.)

Optional Personal Information

Birthday: (Month and Day)

Home Phone:

Children's Names:

Spouse/Partner's name:

Hobbies, Outside Interests: