

**State of Georgia**

**State Employee Recognition Week**

*Agency-Level Recognition Suggestions*

• Thank each employee personally. If you can’t thank them in person, draft a hand-written note, send an e-mail, or make a phone call.

• Write a letter of recommendation or commendation to be placed in the employee’s personnel file.

• Post on “recognition board” bulletin board, newsletters, and/or website.

• Offer a dress-down day to state employees.

• Display a “Hall of Fame” - collection of photos of recognized employees displayed in a prominent place.

• Contact your local newspaper and provide them with a news article or suggested story idea on State Employee Recognition Day. Ask them to feature one or two of your employees using quotes or pictures. If you have a public information officer, involve him/her in the project.

• Use your agency’s desktop publisher or graphic artist to develop posters, banners, and signs to display in a prominent place.

• Prepare a scrapbook that details achievements throughout the year.

• Ask a senior manager to attend a staff meeting when recognizing employees.

• Hold a recognition breakfast, lunch, ice cream party or pizza party. Have supervisors and managers set up, serve, and clean up.

• Hold a drawing for a restaurant gift certificate.

• Award a “traveling trophy” that is given to a different employee each year.

• Award certificates or plaques.

• Provide mugs, pens, t-shirts, etc. with a team or agency logo.

• Send flowers.

• Give gift certificates for books or music (CD stores, iTunes, websites).

• Provide movie tickets.

• Invite a local dignitary or motivational speaker for an event at the office.

• Choose an off-site location and plan a “change of venue” work locations with lunch, games, and prized donated by local merchants.

• Sponsor a snack-related event, featuring cake, popcorn, or candy and include a written message of thanks to employees for their dedicated service. For example, include a message on the cake, popcorn bag or candy wrapper.

***Remember, recognition is a powerful motivator.***



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*Agency-Level Recognition Suggestions (Continued)*

• Invite your customers or employees of “sister” agencies to visit your offices for an after-work drop in to get to know each other better.

• Hold a contest to create a slogan for your agency or to name a newsletter. Award the prize on State Employee Recognition Day.

• Make a scrapbook of complimentary letters and notes to agency employees from customers. Display scrapbook in a prominent place.

• Challenge another division or agency to a softball game or other sporting event and invite agency employees and families.

• Produce a special edition of your employee newsletter and include the Governor’s proclamation, thank you remarks from your agency director and others, messages of congratulations, and photos of recognition events.

• Post a “Recognition Bulletin Board” in each department of division and encourage employees to write accolades about co-workers.

• Feature state employees on the state website for their community work or excellence on the job.

• Establish a “Walk of Fame.” Post complimentary correspondence from customers.

• Purchase items such as planners and/or portfolios, business card holders, special name plates, or clocks.

• Establish a permanent recognition award and name it after an outstanding employee.

• Enroll an employee(s) in a seminar or additional training.

• Host a catered lunch.

• Establish an annual employee and family picnic.

• Offer a month of free parking.

• Provide office accessories.

• Distribute employee recognition day buttons or ribbons to wear.

• Arrange for a state employee night at a local sports or cultural facility.

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*Agency-Level Recognition Suggestions (continued)*

Health and Fitness

• Subscribe to health magazines, traditional newsletters or e-newsletters and distribute to employees or place in prominent areas.

• Issue a health and fitness newsletter with information on work-related health issues – stress, healthy food snacks, exercise, depression, work place design.

• Promote walking groups.

• Encourage employees to take the stairs.

• Request healthy snacks in vending machines.

• Host a Walk to Wellness event. Choose a 10- to 15-minute route that employees can walk at a certain time. Have the agency director or other state dignitary to lead the walk. Provide juice, water and free t-shirts for participating employees.

• E-mail “Did you know” health facts to employees each day.

• Healthy Living Display Contest. Challenge departments to decorate their workspace using a health and wellness theme.

• Give away a spa gift certificate.

• Free aerobics class.

• Hold a Best Jingle Contest for the best (appropriate) jingle using a health and fitness theme. Ex. Too much giggle, In your wiggle, Don’t be jumbo, Eat less gumbo. Select a committee to review the jingles.

• Provide free health screenings for: blood pressure, diabetes, and cholesterol.

• Invite health professionals to offer free talks on men’s and women’s health issues.

• Host an on-site Health Fair. Offer health screenings, body massages, health talks, health products and free samples.

• Set a Healthy Lunch Day. Encourage employees to bring a healthy lunch from a list of healthy food choices. Provide fresh fruit and other healthy snacks and/or desserts to compliment lunches.

• Plan a Family Fitness Walk. Invite employees and their families to participate in a walk, on Friday evening or Saturday or Sunday. Provide refreshments and entertainment for an hour after the walk.

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