IOWA

As a supervisor, Recognition plays an incredibly vital role in creating a positive team culture and positive employee experience. It is important to prioritize recognition and to be consistent, genuine, and timely in the appreciation you show your staff. This toolkit provides you with ideas and resources so you can confidently implement effective recognition strategies while leading your team.

Types of Recognition

Types of Recognition- When and How to Recognize

Peer-to-Peer	Team	Individual
Encourage a culture of peer-to-peer recognition among your staff.	Recognize your team regularly and consistently for their accomplishments.	Recognize individuals regularly and consistently for their accomplishments.
• Have a standing agenda item to recognize latest accomplishments. • Provide thank you notes and other recognition materials to your team to facilitate recognition.	• Host a team lunch at the office or an outside location. • Utilize SPOT Awards or nominate for an I.O.W.A. when going above and beyond.	• Take time to nominate an individual employee for a campus award. • Utilize SPOT Awards and provide time in employee schedules for professional development.

Tiers of Recognition

Experts recommend employees receive 8-10 recognition touch points throughout the calendar year.

Everyday
Everyday recognition is frequent, spontaneous, and simple, requiring minimal effort or resources. It is often verbal or written and personalized to specifically acknowledge someone's regular contributions.

Verbal Praise   -   Written Praise   -   Checking in on Workload   -   Flexible Scheduling

Informal
Informal recognition often involves simple gestures, public acknowledgement, or small gatherings and can be tied to specific achievements or milestones.

Celebrating Milestones   -   Public Praise   -   Small Tokens of Appreciation
Special Assignments   -   Ability to present work to Colleagues

Formal
Formal recognition is structured and official acknowledgment involving formal procedures, nominations, and selection processes.

SPOT Awards   -   Nominations to Campus & National Awards   -   Career
Promotions   -   Plaques or Certificates

Important Policies & Guidelines

University Human Resources- Opportunities & Guidance

University of Iowa Purchasing- Team Events Guidance

Ideas and Resources

Event posters, certificates, name tags, Zoom backgrounds available at [UI Brand Template Library](#) .

Gifts

- [University of Iowa Brand Store](#): 25% off orders that are for employee recognition
- [Iowa Hawk Shop](#) *(Add Years of Service Program link)*
- Cards and Thank You's : [Physical](#) and Digital *(Add Link to Hawkeye High-Five)* Thank You's
- Floral Vendors

    [Sueppel's Flowers](#): Offers free local delivery

    [1-800-flowers](#): Offers 15% discount with Code CORPSHOP

    [Wild Rose Gifts](#): Available for UI Healthcare

- [Annual Subscription- Thesis Rental Gallery](#)

*Other vendors may be used as long as they process your purchase without tax, and you follow all related policies.

Food

- [Bread Garden Market](#)
- [Catering- University Housing and Dining](#)
- [UIHC Catering](#)

*Other vendors may be used as long as food orders do not exceed $70 per person, and you follow all related policies.

Related Policies:

[11.25 Food, Beverage, Flowers, Gifts, and Similar Incidental Expenses](#)

[11.22 Items That May Not Be Purchased](#)

[Taxation of Gifts, Prizes, and Awards to Employees](#)

[Cash Awards and Gift Certificates](#)

Funding Support:

[Staff Appreciation Grants](#)

[Wellness Grants](#)

Co-Pilot as a Thought Partner

Co-Pilot is an AI-powered assistant that is integrated into Microsoft Edge and other Microsoft applications and is available to UI Faculty, Staff, and Students. For more information on how to use Co-Pilot, please visit the [ITS Information Site](#)*.*

Co-pilot prompt to determine how to best recognize an employee:

I want to recognize an employee on my team who [insert brief description of achievement]. What are 3-5 ways I can recognize them?

*Adjust "employee on my team" to "team name" if looking for ideas to recognize a full team.