



RECOGNIZING THE WHOLE PERSON

RECOGNITION WORKSHEET FOR *Jane Doe*



PEOPLE

Recognize them for who they are.

- Questions to consider:
- What do I appreciate about their character, their strengths, and their values?
 - What skills and expertise do they bring?
 - What do I appreciate about their temperament?
 - Who do they take pride in being?

Jane is a strategic thinker. Her temperament is steady, and you can count on her to bring her best to any situation.



PROCESS

Recognize them for their effort and attitude.

- Questions to consider:
- What do I appreciate about their effort?
 - What attitudes or personal "doing" qualities do I admire?
 - What do they bring to the team? What can I count on regardless of the results?

Jane is innovative and collaborative. She's always bringing new ideas to the table and working within and without her team to exceed expectations.



RESULTS

Recognize them for results and outcomes.

- Questions to consider:
- What do they produce?
 - What are their tangible contributions?
 - What results can I count on them for?
 - What traditional recognition do they receive for their production?

Jane's team was awarded the best innovation award last year. She has had consistently excellent reviews and was promoted 3 times in the last 3 years.

THINGS TO *consider*

HOW DO THEY PREFER TO BE RECOGNIZED?

- Private, personal expression of gratitude
- Public recognition in front of peers
- Public recognition in front of management

RANK THE FOLLOWING IN ORDER OF IMPORTANCE TO THIS PERSON:

Rank	Type of appreciation	Additional notes
1	Words of affirmation	<i>Thrives on recognition of her effort and hard work</i>
3	Quality personal time	
4	Additional resources, help, or favors	
2	Tangible gifts	<i>Likes hockey tickets</i>



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