# Rewarding Employees

## Dos and Don’ts

### Guidelines for Effective Praise:

<table>
<thead>
<tr>
<th>Dos</th>
<th>Don’ts</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Praise should be...</strong></td>
<td><strong>Avoid...</strong></td>
</tr>
<tr>
<td>✓ <strong>Soon</strong>: Timing is very important; don’t delay praise.</td>
<td>× Recognition that is <strong>not timely</strong></td>
</tr>
<tr>
<td>✓ <strong>Sincere</strong>: Praise seems hollow if you’re not sincere.</td>
<td>× Insincere or <strong>mechanical</strong> recognition</td>
</tr>
<tr>
<td>✓ <strong>Personal</strong>: Convey your praise face-to-face. ✓</td>
<td>× Public recognition <strong>for private people</strong></td>
</tr>
<tr>
<td><strong>Specific</strong>: Avoid generalities in favor of details.</td>
<td>× Rewarding the <strong>wrong things</strong></td>
</tr>
<tr>
<td>✓ <strong>Positive</strong>: Don’t undermine praise with a concluding note of criticism.</td>
<td>× Undermining praise with <strong>criticism</strong></td>
</tr>
<tr>
<td>✓ <strong>Proactive</strong>: Look for opportunities to praise; avoid reacting to mistakes.</td>
<td>× Leaving <strong>someone out</strong></td>
</tr>
<tr>
<td>✓ <strong>As often as possible!</strong></td>
<td>× Recognition that is <strong>not appreciated</strong> by the recipient</td>
</tr>
</tbody>
</table>

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### Public Acknowledgment

- **BaylorPlus**
- Publish a “kudos” column in a department newsletter or email
- Create a "Wall of Fame" to honor special achievements
- Make a photo collage about a successful project, which shows the team that worked on it

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### Token of Appreciation

- Post a thank you note on an employee’s cube
- Create and post an “Employee Honor Roll” in reception area
- Create an "Above and Beyondthe Call of Duty" (ABCD) Award
- Paid time off
- Take employees to lunch as a thank you

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### Development Opportunities

- Allow the employee to represent the department at an external event
- Nominate the employee to attend a training workshop
- Provide the employee an opportunity to work on a cross-functional team or committee

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Thank your employees for their work and expressing your gratitude. Simply thanking someone is key to making him or her feel appreciated and recognized.

Specifically, describe what actions your employee took or what behaviors they demonstrated that added value to the team or department.

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Specific: “Thank you for volunteering to complete the project for your peer while she was out sick last week. We were able to stay on target for our Leadership initiative.”

Not Specific: “Thank you for being such a positive person.”