



RECOGNITION FORM

Name:

Job Title:

Anniversaries or special days you enjoy celebrating (Wedding/
Employment/ Family events etc.)

Birthday (optional, and you don't have to put the year)

Getting to Know You

Favorite hot beverage (e.g., what's your Starbucks order?)

Favorite cold beverage (e.g., soda, milkshake, juice?)

Favorite sweet snack or dessert

Favorite salty snack

Favorite restaurant

Favorite flower or plant

Favorite sports team

Food allergies/dietary restrictions (eg. For Ordering Catering)

What kinds of work accomplishments or contributions would you most like to be recognized for by your supervisor?

	Meeting an individual, team, or department goal
	Taking on extra responsibilities
	Problem-solving/overcoming challenges
	Consistent job performance
	Collaboration or support of a team effort
	Innovative or creative ideas
	Completing a challenging project or task
	Other (include details):

In what kinds of settings are you comfortable receiving recognition? (select all that work best for you)

	Private		Public		Small-Group/People I know well
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Is there anything else you'd like to make sure we know about how you like to be recognized and appreciated?

Based on the four different “Languages of Appreciation” at work described in the table below, what is your most preferred way to receive recognition?

Language of Appreciation	Examples	My Preferred Language (Rank 1-4)
Words of Affirmation	Verbal or written praise and words that communicate a positive message of thanks and appreciation for a job well done.	
Acts of Service	Pitching in and offering me support with a task as a “thank you” or gesture of support and appreciation.	
Tangible Gifts	Presents, treats, and tokens of appreciation to acknowledge my contributions and milestones.	
Quality Time	Intentional, thoughtful, focused and meaningful efforts to connect, whether virtual or in person. Examples might be regular check-ins and informal social catch-ups.	