Employee of the Month Recognition Program

A Motivating Employee of the Month Recognition Program

One of the easiest and best-known employee recognition programs you can have in your company is Employee of the Month. This once a month reward chooses an employee to highlight, someone who has shown exceptional service to the company. It can help boost morale and encourage your employees to work harder and more diligently. But, if not executed correctly or consistently it can be ineffective.

We're going to give you the natural steps for creating a meaningful and well run Employee of the Month program. It's vital that you make sure the system is operated fairly and, more importantly, your employees perceive it as fair.

Establish Reasonable Goal

An Employee of the Month program just doesn't happen; you need to plan and set the specific results and accomplishments you want the program to espouse. You also need to be able to discuss with your management and your employees exactly what those goals are and just what it takes to celebrate excellent customer service.

When you are creating the goals, make sure they are real goals that everyone has an opportunity to achieve. If it is easier for individual employees to meet the goals you have set, it will appear that favoritism is used within the company.

In larger companies, with dozens or even hundreds of workers, consider implementing multiple awards covering different goals and accomplishments. It can help to have an Employee of the Month program for each division of your company.

Fine Tune the Details – Collaborate.

For employees to reach the goal of… Employee of the Month, they have to know exactly what they're reaching for. Having a goal is one thing, but having measurable, reasonable guidelines will help your employees and management to establish the behaviors that you want to have them do repeatedly.

Focus on laying out the exact steps your employees need to achieve the reward. At the same time, lay out the exact system that will be used to recognize when your employees are doing those steps. Both the actions and the recognition must be consistent and reliable, so all employees feel they have an equal chance.

Working with your employees to both create the guidelines and measurement tools helps create a mutual appreciation for the program. Both of you will be able to determine what is reasonable regarding

goals and what would be reasonable for a chance to obtain those goals. This builds the self-esteem of your employees because they feel their input is valued.

Make sure that the exact steps you are laying out go beyond excellent customer service or a positive attitude. You need to establish what excellent customer service is and what defines a positive attitude.

For example, good customer service may be answering the phone after a specific number of rings with a specific dialogue and sounding consistently pleasant. Or it could be a good review from a particular customer.

When you have all of the parameters laid out and the system has been created, implement the system as soon as possible. Be sure to let your employees know that for the first couple of months, the program may adjust to accommodate all employees, ensure a sense of fairness, and not overwhelm any particular group. Remember the creative teams at AwarenessIDEAS and AwardsIDEAS.com are here to help you with ideas and quality products. Be sure to use our exclusive planning tool.

Make sure all employees receive a copy of the program, including what needs to be done in order to achieve the award. Ask for feedback to obtain any changes that might garner improvements.

Award Carefully and Meaningfully

At the end of every month, you will find that there will be one employee that stands out and several that have come close. You will have to determine at the end of every month which employees will receive the award.

Be sure to rotate through various members of your team if they are all producing quality work that meets the goals of the program. But do not be exclusory. If you are trying to decide between 2 or 3 people that have achieved the same quality of work and each deserves it, award Employee of the Month to all of them.

For every award that you do give out make sure you detail, in writing, the specific feats this employee accomplished. Be sure to hand out this information to all employees, so they know exactly how the person was chosen. It is especially important to do this step if you are awarding employee of the month to more than one employee.

A prize is often given to the Employee of the Month. These can be very simple certificates or elaborate trophies. Many companies that have space have a reserved parking spot for the Employee of the Month. Two other favored gifts are a coffee mug or a small recognition plaque. Be sure to include a recognition ceremony, even if all you do is a five-minute meeting to announce the winner.

Employees feel a sense of belonging and accomplishment when they receive these awards. Even the employees who do not receive the award feel the company is invested when they recognize the individual employees.

Review the Program for Efficiency

After running the program a few months, be sure to go back and evaluate the goals you set to see if they are achieved and if they're still realistic. If necessary, adjust the program guidelines. Be sure to distribute the adjust guidelines to all your employees.

Look back at the winners of the Employee of the Month program. Are people happy and more motivated? Did they honestly deserve the award? Is it repetitive among specific people or groups? A program that displays favoritism or randomness is a detriment and could cause people to misbehave.

In conclusion, an Employee of the Month program can stimulate better behavior and healthy competition in the workplace. Be sure to establish clear goals and guidelines for your program and often communicate with your employees about those goals and the program. Award meaningful but straightforward prizes to your winners.