

EMPLOYEE RECOGNITION PREFERENCES QUESTIONNAIRE (PG 1 OF 3)



Please complete and return this questionnaire to your supervisor.
This will help your leaders and teammates recognize your contributions in the ways that mean the most to you.

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)	

Likes/Dislikes: Help us get to know you better

Favourite hot beverage (e.g., what's your Starbucks order?)	
Favourite cold beverage (e.g., pop, smoothie, juice?)	
Favourite sweet snack or dessert	
Favourite salty snack	
Favourite chocolate/candy bar	
Favourite restaurant	
Favourite flower or plant	
Favourite sports team	
Favourite hobby	

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Questionnaire continued

Food allergies/dietary restrictions (eg. For Ordering Catering)	
Other likes/dislikes?	

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

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

<input type="checkbox"/> Private	<input type="checkbox"/> Public	<input type="checkbox"/> Small-Group/People I know well
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What was the most meaningful way you have been recognized by someone at work?

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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.	