Mental Health Commission of Canada
Commission de la santé mentale du Canada

TIPSHEET | CARING FOR HEALTHCARE TOOLKIT

Recognizing and rewarding employees

Appropriate, fair and timely recognition can make employees feel appreciated and that the work they do is valued — supporting their mental health. It's one of the 13 factors that contribute to psychological health in the workplace according to the *National Standard on Psychological Health and Safety in the Workplace*.

Recognition comes in many forms

Some people appreciate public recognition while others prefer to avoid the spotlight and receive their feedback privately. Try to find out the preferences of the person you want to recognize. Often, simply acknowledging someone's efforts means as much as a formal reward.

Some general good practices for recognition include:

- Letting people know right away when they do something praiseworthy. Don't limit recognition to annual or monthly events.

- Acknowledging efforts as well as results. Sometimes a lot of work goes into a project that doesn't pan out.

- Demonstrating genuine interest in employees as people. Ask them about their families, their hobbies, etc.

- Praising employees frequently and encouraging them to praise each other, too.

Tips for formal recognition

- Present certificates or plaques to team members acknowledging their efforts — something they can display at work or take home with them.

- Hold a team meeting or other special event to publicly acknowledge employees' contributions to the organization or to project milestones.

- Establish an employee reward program with clear, fair criteria.

- Acknowledge people's contributions in the company newsletter.

- Add a letter of appreciation to an employee's personnel file.

Nova Scotia Health Authority
Certificate of Recognition
is hereby granted to
Jane Doe
for outstanding contribution to the overall health and safety of their workplace
Date: November 14th, 2017

nova scotia health authority

Katrina Philopoulos, Manager
Occupational Health Safety & Wellness

Sample recognition certificate

Tips for informal recognition

- Have a one-on-one chat to let someone know how much you appreciate their work.

- Start a peer recognition board for colleagues to "shout out" their peers when they go above and beyond.

- Pass along positive feedback from clients or others.

- Say thank you. Be specific about what for — and why you appreciated it.

- Give employees the opportunity to participate in decision making.

Learn more

For more insights into recognizing and rewarding people, watch this video about Recognition and Reward in the workplace. This video is part of a series on the 13 psychosocial factors produced by Ottawa Public Health in collaboration with the Mental Health Commission of Canada.