**Employee Recognition Questionnaire**

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Title</th>
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<tbody>
<tr>
<td>Work Anniversary Date</td>
<td>Birthday (Month/date)</td>
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1. **What are some work accomplishments and/or contributions you would appreciate being recognized for by your manager or supervisor?**
   - Customer service
   - Innovative idea or processes
   - Taking on extra responsibilities or special projects
   - Consistent job performance
   - Collaboration or support of a team effort
   - Other, please describe:

2. **What would you find meaningful in being recognized for the work accomplishments and/or contributions listed above?**
   - Verbal acknowledgement
   - Lunch with supervisor
   - Personal note or card
   - Other, please describe:

3. **In what type of setting are you most comfortable with in receiving recognition?**
   - Private
   - Small group
   - No preference
   - Public
   - Other, please describe:

4. **Please list some of your favorite things so that your manager or supervisor may get to know you better.**
   *(Please fill in the blanks, if applicable)*
   - Favorite drink
   - Favorite snack
   - Favorite dessert
   - Favorite food
   - Favorite restaurant
   - Favorite retail store
   - Favorite flower
   - Favorite sports team
   - Other

5. **Please provide any additional information you would like us to know.**

<table>
<thead>
<tr>
<th>Date Employee Received Recognition</th>
<th>Why Employee Received Recognition</th>
<th>Type of Reward/Recognition Received</th>
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