

Employee Recognition Questionnaire

Employee Name	Title
Work Anniversary Date	Birthday (Month/date)

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.

Date Employee Received Recognition	Why Employee Received Recognition	Type of Reward/Recognition Received