

Recognition & Appreciation Inventory

Employee Name: _____ Department: _____ Date: _____

What name do you prefer to be called?

What is the most memorable and meaningful recognition you've ever received and why?

How do you like to be recognized and appreciated?

Do you prefer to receive recognition in public or private or some other way?

Do you prefer to receive recognition in writing or verbally or some other way?

Do you prefer to receive recognition from your peers or your supervisor or both?

Do you like surprise recognition and appreciation?

What do friends, colleagues, loved ones do that really works in appreciating you?

How often would you say you are appreciated by others? How often would you like to be appreciated?

What qualities, skills and attributes about yourself would you like to be appreciated for?

What are qualities about yourself that you've tried to change or improve that you'd like to be recognized for?

What is your favorite color?

What is your favorite candy/snack/treat to eat?

What are some of your favorite places to shop?

What are some of your favorite places to eat?

What do you enjoy doing in your spare time?

Please circle the items listed below that would be a meaningful way to be recognized and draw a line through those that you would not like to receive.

- Handwritten note/card
- Flowers
- Plant
- Gift Card
- Day off
- Candy
- Snack
- Food
- Clothing
- Other: _____
- Clothing with company logo
- Verbal Thank You
- Attend a professional training
- Book(s)
- Magazine subscription
- Coffee/Tea
- Art
- Puzzles
- Fun Notepads/Sticky Notes
- Fun pens/pencils
- Games
- Balloons
- Movie Tickets