

ANNUAL RECOGNITION INITIATIVES: DESIGN CHECKLIST

Review the list below for some tips on creating a successful recognition or award initiative in your entity.

WHO DO YOU RECOGNIZE	<ul style="list-style-type: none"> - Attempt to include all personnel in your entity: staff, contractors, consultants, UN Volunteers, interns, government-provided personnel etc. on grounds that everyone makes important contributions. - Have separate individual and team categories. Or focus exclusively on teams, projects or collaborations.
WHAT DO YOU RECOGNIZE	<ul style="list-style-type: none"> - Define what you are recognizing! There are the obvious “contenders”: one-time major achievements like a completion of a project, but also a job well-done like organizing a conference, contributing to a successful (UN system-wide) collaboration, exemplary behaviour and more. - Consider out-of-box ideas: create an award for “lending a helpful hand” for a team that has helped deliver a critical organizational output; award positive behaviours per our new Values and Behaviours framework; celebrate an “unsung hero” award for performance, hard work, achievements or attitudes of an individual (or team) that tend to go unnoticed. - To contribute to inclusion, consider categories with clearly delineated criteria but keep the overall number of categories to manageable levels e.g. two or three. - Define SMART criteria (specific-measurable-attainable-realistic and time-bound). For example: impact, savings, unique features, reach, completion to a very tight deadline, exceptional mobilization of stakeholders, etc. Change them periodically to avoid repeated recognition of the same individuals/teams.
HOW DO YOU RECOGNIZE	<ul style="list-style-type: none"> - Strive for non-financial awards/rewards that carry more emotional value. Consider a certificate presented at an all-staff (townhall) ceremony or an e-badge that can be shared in social media. - You can get creative with no- or low-cost solutions such as rewarding individuals and teams with experiences. For example, provide the team with a menu of prize options and ask them to agree on one. A few ideas: (i) Team shopping spree: divide the prize pot equally among the team, go to a shopping centre, set spending time e.g. 15 minutes and “show-and-tell” get-together at the end. (ii) Team lunch with the Head of Entity. (iii) Themed picnic get-together with families. (iv) Professional photo and/or video collage featuring the team that can be shared on social media. (v) A day off for the team for a wellness activity (e.g. spa). (vi) Surprise: team opts for a surprise award and the Head of Entity chooses it.
WHO RECOGNIZES	<ul style="list-style-type: none"> - A good practice is to have a nomination process that excludes self-nominations. Also aim to establish a dedicated (small) committee that advises the Head of Entity on the merits of each nomination. An electronic form for nominations provides an easier, standardized process and decreases the time needed for review.
COMMUNICATE and EVALUATE	<ul style="list-style-type: none"> - Create a communication strategy for the pre-, during and post-award stages of your recognition initiative. Aim to drum up as much awareness and positive feeling as possible about it. - Also measure your success. Consider, for example, doing a pulse survey on engagement in your team a month before and a month after the award is given.