

County of Riverside Employee Recognition Program (CERP)

Checklist: Creating your Departmental Employee Recognition Program

This checklist is designed to guide the step-by-step implementation of a recognition program within your department. Adjustments can be made based on the specific needs and dynamics of your departmental culture.



1. Define Objectives:

Clearly outline the objectives of the recognition program.

Ensure alignment with departmental goals and values.

2. Assess Departmental Culture:

Understand the unique culture of the department.

Identify values, traditions, and communication styles.

3. Involve Employees:

Solicit input from employees on program design.

Establish a communication plan to involve all team members.

4. Establish Recognition Categories:

Define recognition categories relevant to departmental goals.

Tailor categories to reflect achievements and milestones.

5. Develop Recognition Criteria:

Create clear and objective criteria for each category.

Consider using rubrics or scorecards for evaluation.

6. Select Recognition Methods:

Choose appropriate methods for acknowledging accomplishments.

Consider a mix of public recognition and tangible rewards.

7. Implement Nomination Process:

Establish a simple and accessible nomination process.

Communicate the process clearly to all employees.

8. Recognition Committee:

Form a diverse committee to oversee the recognition program.

Include representatives from different levels and functions.

9. Celebrate Milestones:

Acknowledge work anniversaries, birthdays, and personal milestones.

Consider small gestures for these occasions.

10. Continuous Evaluation and Improvement:

Regularly assess the effectiveness of the recognition program.

Gather feedback from employees and the committee.

11. Communication:

Effectively communicate the recognition program to all employees.

Use various channels such as email, meetings, and bulletin boards.

12. Budget Considerations:

Allocate a reasonable budget for the recognition program.

Ensure budget aligns with departmental priorities.

13. Training and Awareness:

Provide training on the recognition program for all employees.

Foster awareness of the program through regular updates.

14. Launch Event:

Plan and execute a launch event for the recognition program.

Use this event to build excitement and enthusiasm.

15. Documentation and Recognition Records:

Establish a system for documenting and maintaining recognition records.

Ensure accurate and up-to-date tracking of recognized achievements.

16. Celebrate Successes:

Celebrate the successes of the recognition program.

Share success stories and highlight the positive impact on the department.

17. Adaptation and Flexibility:

Remain adaptable and open to adjustments as needed.

Be flexible to accommodate changes based on feedback and evolving needs.

18. Recognition Calendar:

Develop a recognition calendar for planned events and acknowledgments.

Ensure consistent and timely recognition throughout the year.