Lesson 7: Recognizing and Rewarding Performance
Upon completion of this lesson, you will be able to:

- Describe the importance of recognizing and rewarding the employee’s success.
- Identify types of recognition and reward related to performance management.
- Determine creative ways to recognize and reward employees.
Performance Management

- Ongoing
- Supervisors and employees share responsibility
- Consist of:
  - Proactively planning work and setting expectations
  - Continually monitoring performance
  - Evaluating performance in a summary fashion
  - Recognizing and rewarding good performance

No surprises for either party at the end of the appraisal cycle
Recognizing and Rewarding Performance

Monetary

- One-Time cash award
- Salary Increase
- Promotion
- Time-Off Award

Non-Monetary

- Award plaque
- Challenge Coin
- Public acknowledgement at meeting
- Simple “Thank you” or other way to show employee performance was observed and recognized

NOTE: Must adhere to ethical spending limit guidelines in 5 CFR 2635 and DoDI 1400.25 V451
Employee successes and accomplishments should be recognized and rewarded

**Supervisors should:**

- Actively solicit and act on input from employees
- Communicate positive results based on employee input back to employees to show value of their ideas and suggestions.
- Verbally thank deserving employees for good performance
- Give positive feedback on performance, when warranted, as often as possible

**Employees should:**

- Proactively communicate successes and accomplishments to their supervisor
Recognizing and Rewarding Performance

DoD is committed to

“a fair, credible and transparent”

performance management and appraisal program

How can we make recognition and rewards fair, credible, and transparent?

Fair — Credible - Transparent
Exercise: Create a Recognition and Rewards Library

- Create a list of non-monetary employee recognition and rewards methods that a supervisor could use throughout the performance appraisal cycle
What did you come up with in your groups?

Fair – Credible - Transparent
Exercise: Employee Recognition and Rewards Toolkit

- Identify favorite methods
  - 10 ideas with one dot sticker per idea
  - More than one dot sticker for a particular favorite

Fair – Credible - Transparent
Exercise Debrief: Create a Recognition and Rewards Toolkit

- What are the Top 10 ideas for the entire class?
- Which groups had the three highest numbers of dot stickers
What Motivates Us

Fair – Credible - Transparent
Learning Objectives

➢ You should now be able to:

➢ Describe the importance of recognizing and rewarding the employee’s success.
➢ Identify types of recognition and reward related to performance management.
➢ Determine creative ways to recognize and reward employees.
Additional Resources

- DCPAS Resources and References web site: [https://www.cpms.osd.mil/Subpage/NewBeginnings/ResourcesReferences/](https://www.cpms.osd.mil/Subpage/NewBeginnings/ResourcesReferences/)
Are there any questions?