|  | WORKSHEET Recognition Questionnaire |
| --- | --- |
|  | PURPOSE  This tool helps the co-leads learn about how each team member wants to be recognized for work that leads to performance improvement.  After asking each UBT member to complete this questionnaire, you will be able to use appropriate recognition for demonstrated work toward performance improvement.  When to Use  Use this tool when an employee or team has demonstrated an improvement in performance.  Who Uses  Co-leads.  How to Use  Use the questionnaire to determine how each of your employees or colleagues wants to be recognized. Ask the unit-based team members and their co-leads to put an “X” in the areas that best describe their preferences. |
|  | |  | | --- | | Name | |  |  |  |  | | --- | --- | | I prefer to be recognized… | | |  | In front of the group. | | |  | In private. | | |  | Either in public or in private. | | |  | Verbally. | | |  | In writing. | | | I appreciate recognition from… | | |  | My co-workers. | | |  | My supervisor. | | |  | Company leaders. | | |  | Physicians. | | |  | No preference. | | | I like to be recognized for… | | |  | Accomplishing my goals. | | |  | Putting in extra effort. | | |  | Taking initiative. | | |  | Completing projects. | | |  | Meeting member and patient needs. | | |  | Being a team player. | | |  | Supporting others. | | |  | Other | | |