

Organizational Review Worksheet

RECOGNITION AND REWARD

DESCRIPTION: In a work environment with positive recognition and reward, there is appropriate acknowledgement and appreciation of employees' efforts in a fair and timely manner.

What are the potential benefits of effectively addressing recognition and reward?

- Enhanced employee satisfaction, motivation and loyalty
- Improved teamwork and positive employee morale
- Increased retention and enhanced recruitment of talent
- Enhanced employee and labour relations

What information may be helpful to refer to or collect?

- Industry and regional information on pay equity within job roles
- Compensation formulas
- Existing employee recognition and reward system details
- Employee contracts and collective agreements
- Data on use of vacation time and accrued time off

Consider the extent to which the following happen:

- Existing expressions of recognition and appreciation for extra effort at work
- Recognition of individual and team successes and accomplishments
- Regular reviews and appropriate adjustments to employee salaries
- Performance-based bonuses and pay increases
- Profit-sharing or stock option opportunities
- Non-monetary rewards such as time off, better shifts, preferred task selection, or hand-written thank you notes

Please respond to the statements below with respect to your workplace:	Always	Often	Sometimes	Rarely	Never
1. Employees feel fairly paid for the work they do.					
2. Our organization celebrates our shared accomplishments.					
3. Each employee is recognized for good performance.					

Do issues related to recognition and reward present a greater risk to particular groups of employees? For example, newer employees, certain job roles such as supervisors, shift-workers, immigrants, remote workers, etc.

What are the strengths in your workplace? What do you already do well and want to continue to do in terms of recognition and reward?

What could your workplace do to improve recognition and reward?

If there is a difference between the organizational review score and the survey score, what may be contributing to the difference in perception between employees and the leaders who did the organizational review?

Is further action required in this area? Yes No

If yes, see [Evidence-based actions](#) for recognition and reward.