RECOGNITION PROFILE

This optional tool is designed to share information with others to help ensure that we recognize you in a way you’ll find meaningful. Complete the information, print and share it with your manager and colleagues.

Name:_____________________________________________ Date:____________________________________

Here are some tasks or activities in the workplace that I both enjoy doing and do very well:

Here are examples of the personal qualities I bring to the workplace that I am most proud of:

These are some specific things I like to be recognized for:

- [ ] Completing tasks or assignments
- [ ] Skills that I possess or demonstrate
- [ ] Qualities in my character that I consistently demonstrate
- [ ] Persistence - continuing to work on a project or problem in spite of obstacles
- [ ] Reliability – being here day in and day out, missing very little time
- [ ] Team effort - pitching in, supporting others, colleagues being able to count on me, etc.
- [ ] Exemplary customer service – treating each person as an individual and providing accuracy, partnership, and advice within my area of expertise
- [ ] Contributing ideas to make things better and solve problems
- [ ] Other:
- [ ] Other:

home.kvcc.edu/recognition
The checked items are meaningful forms of recognition to me:

- Verbal acknowledgement in person
- Written acknowledgement
- Expanded participation in ________________________
- Receiving more information about __________________________
- Being asked for input
- Getting to know _____________________ on more of a personal level
- Being asked to take on new responsibilities
- Opportunities to learn something new
- Opportunities to share more of my creative/innovative ideas
- Some work schedule flexibility
- Other: ____________________________________

How I prefer to receive recognition: _____________________________________
(Examples: In private; just with my unit; in front of the department; as a part of more formal ceremonies or gatherings.)

Birthday: (Month and Day)

Hobbies, Outside Interests: _____________________________________________

Favorite Candy: _______________________________________________________

Favorite Plant: _________________________________________________________

Favorite Sports Team: _________________________________________________

Favorite Store: ________________________________________________________

Favorite Restaurant: ___________________________________________________

Favorite Pizza Place: _________________________________________________

Other “Favorite”: ______________________________________________________

Optional Personal Information

Home Phone

Spouse/Partner's Name: ________________________________________________

Children's Names: _____________________________________________________

home.kvcc.edu/recognition