

6 PRACTICES FOR SERVICE AWARDS PROGRAMS



80% of organizations today have a service awards program in place.

If your organization is beginning to explore a service awards program, here are some tips to help you get started. And if you've had a service awards program in place, these guidelines may offer new ideas!

1 CELEBRATE EARLY MILESTONES AS WELL AS LONG-TERM SERVICE

Milestone map



Tangible award, special recognition In-between anniversaries, nonmonetary recognition

2 CREATE AN INFRASTRUCTURE FOR YOUR SERVICE AWARDS PROGRAM



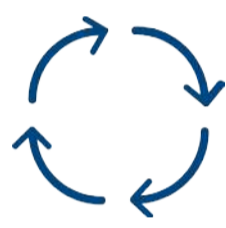
Track employee milestones



Documenting achievements and contributions



Notification system for managers and award recipients



Award redemption process

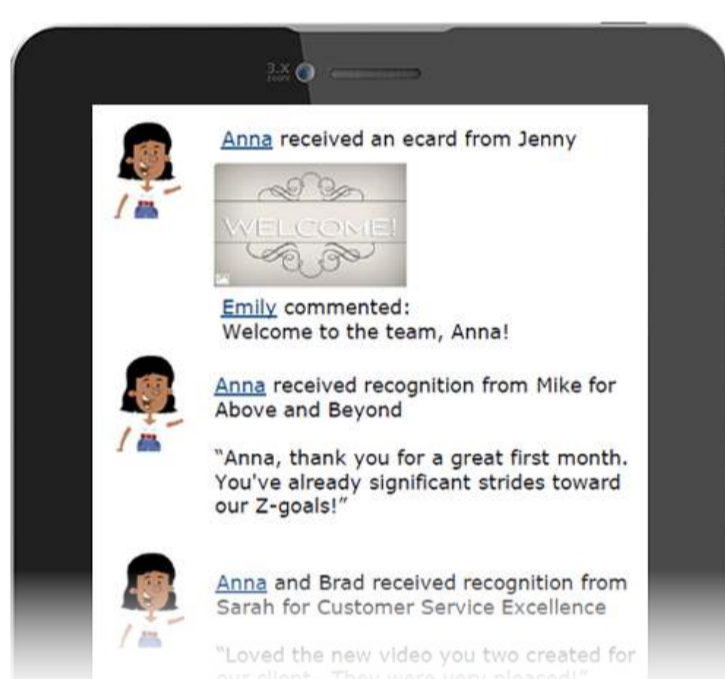


Presentation format

3 DOCUMENT ACHIEVEMENTS

On employee service milestones, it's important to recognize **contributions**, as well as time served.

Social Recognition Platforms like Give a WOW crowd-source the documentation of achievements. This content can be used in the presentation of service awards.



4 CREATE A WOW MOMENT WITH THE AWARD PRESENTATION



Face-to-face presentation



Group events, or one-on-one presentation

At a minimum, group award presentations should take place once a year.

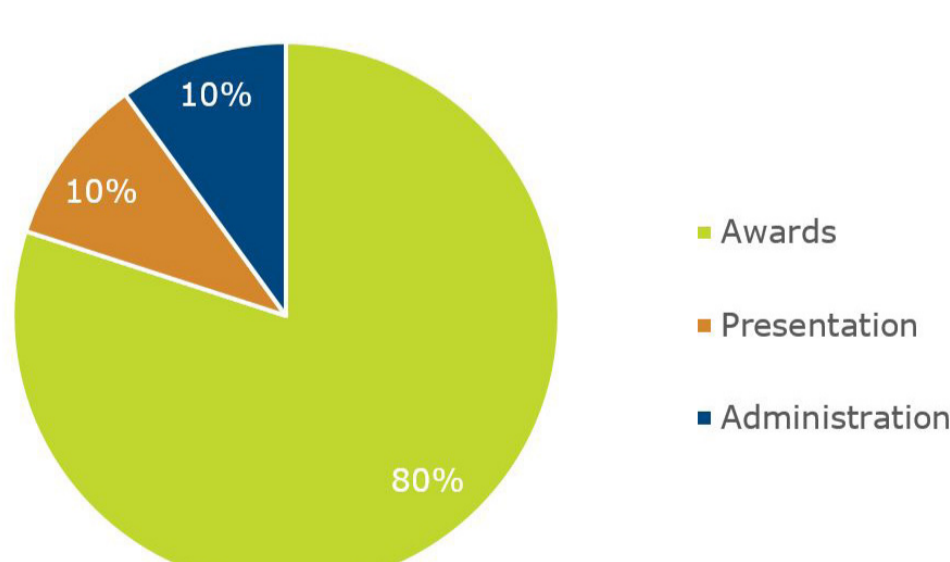
Some Organizations hold quarterly or monthly service awards events in order to recognize employees nearer to their respective milestones.

5 GUIDELINES FOR CREATING A SERVICE AWARDS BUDGET

Service Awards Budget

Organizations spend an average of 2.7% of payroll on recognition and rewards.

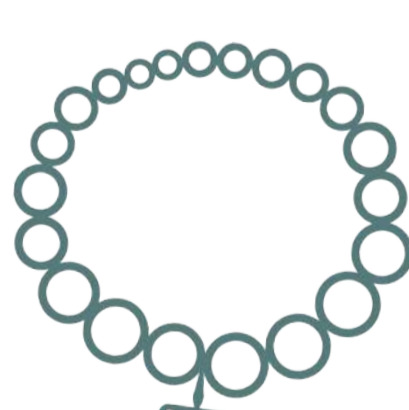
When it comes to service awards, typical spend in 2016 ranges from \$25-\$35 per year of service. This means a 5-year award would typically range from \$125 to \$175 in value.



6 USE MEANINGFUL AWARDS



Personally meaningful



Exclusive and symbolic



Lasting



One year



Three year



Five year

Gamification: higher milestones receive higher recognition



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