

Having engaged employees — as well as a solid brand to attract new talent — is crucial. But it can be challenging to know how to get the best out of your workforce, or how to make your company *the* employer of choice.

We see it as a big part of our role to share our know-how with you, and because we've been awarded a place in Britain's 100 Best Workplaces, we're keen to pass on some of our own best practices.

Each fortnight we've been sending you top tips on hiring, inspiring, developing, and thanking — just some of the criteria that Best Workplaces assessed us on — to help you fill resource gaps in your team, retain your best performers, and make your office a more attractive place to work.

**Great Place to Work®** research and recognise leading organisations in more than 45 countries worldwide. Based on data representing over 10 million employees, these best workplaces competitions form the world's largest and most respected study of workplace excellence and people management practices.

#### About us

Office Angels sources talented and hardworking office professionals across every sector and region of the UK. With an extensive network of branches, we pride ourselves on our local service and national coverage. And because we take the time to foster supportive, long-lasting relationships, you can be confident in our ability to make the right connection, every time.

## A LITTLE RECOGNITION GOES A LONG WAY

Top tips from the experts



Office Angels was awarded 36<sup>th</sup> place in Britain's 100 Best Workplaces, 2014



 For more information, get in touch with your local Office Angels.

[office-angels.com](http://office-angels.com)

**officeangels**  
RECRUITMENT CONSULTANTS

# Thanking your staff for a job well done

## 1 Show your appreciation

Thanking your employees when they do a great job is one of the easiest ways to increase engagement and ensure they give their all.

### Creating the right environment

How (and how much) you recognise and reward good work can speak volumes in terms of your company's culture. With competition for quality candidates higher than ever, a proactive approach to recognition can work wonders when it comes to retention.

### Encouraging the right behaviour

Think about the traits and behaviours you want to see more of (such as strong teamwork skills or effective communication), and put measures in place that reward your employees for demonstrating these. Recognising these behaviours will encourage others to follow suit. And when performance is measured, it improves.

### Seizing every moment

As a manager, you must actively look for recognition opportunities and seize the moment as soon as you spot one – big or small. It can be extremely demotivating when good work goes unnoticed, or if feedback is provided too far removed from the achievement itself.

## 2 Building recognition into the workplace

Informal recognition should be part and parcel of any workplace; however a formal system should be defined by clear goals and measured results.

### Keep it relevant, timely and sincere

If you want to thank someone for a job well done, don't let the grass grow. Be timely with your praise, and be sure to thank the right people. Make sure that you believe in what you're praising so that your employees know you really value their contributions.

### Make it personal

Who are you giving the reward or recognition to? What are their interests? Think about what sort of motivation your employees are likely to respond to. Try to praise people for good work in a way that will appeal to them.

### A simple method

One of the best ways to recognise achievements within a team is to set up a voting system where employees can nominate one another against pre-agreed criteria, as well as provide open feedback. You could try creating a survey to track the responses.

## 3 Saying thank you doesn't need to be expensive

Praising and appreciating your staff will help you to create the sort of workplace that people want to join – and stay with.

### A simple thank you

It can be as straightforward as posting a thank you note on an employee's office door, acknowledging someone for their great work when you pass them in the corridor, letting them leave a little early, or rewarding a team with a lunch to mark the conclusion of a well-executed project.

### Giving credit

If you're sharing an employee's ideas with higher management, peers or the rest of the team, make sure you give them full credit. You should also try to recognise people's achievements in front of others, or ask them to teach or share their accomplishment as a way of recognising their work.

### Respecting their work

Another way to recognise good performance, whilst helping people's development and increasing job satisfaction, is to give them greater involvement in decision making and planning.