

### Self-Audit Institutional Recognition Programs

Rate your current status for each category from 1-10, with 1 being low and ten being high.

KEY ASPECT	BEST PRACTICES	NOTES	SCORE (1-10)
Ease of Access (10 points)	<ul style="list-style-type: none"> <li>The website landing page for information on all institution-wide programs is clear and easy to find.</li> <li>Communications are clear, branded and effective.</li> <li>The organization supports selection teams with time, space and resources.</li> </ul>		
Eligibility (10 points)	<ul style="list-style-type: none"> <li>Recognition programs provide clear, written eligibility for all employee groups.</li> <li>There are no “unwritten” expectations or rules.</li> </ul>		
Nominations (10 points)	<ul style="list-style-type: none"> <li>The nomination process is clear, easy to follow, and uses online submissions.</li> <li>All programs utilize the same basic format.</li> <li>Nominations are vetted before the final selection for behavior and conduct issues. There is a written process for nomination vetting.</li> </ul>		
Selection (10 points)	<ul style="list-style-type: none"> <li>The criteria for selection are clear.</li> <li>Selection teams are trained to recognize and reduce bias.</li> <li>Selection teams provide continuity but have planned rotation to allow new members.</li> <li>The organization tracks awardees by race, sex, employee group or department, etc., to monitor results.</li> </ul>		
Alignment (10 points)	<ul style="list-style-type: none"> <li>Recognition programs are aligned with university values.</li> <li>Recognition programs are aligned with the strategic plan.</li> <li>Recognition programs are aligned with the desired culture and reflect contemporary workplace and generational needs.</li> </ul>		

Culture (10 points)	<ul style="list-style-type: none"> <li>• A culture of recognition is established in word and deed with leaders at all levels. Recognition is an institutional responsibility.</li> <li>• Support is provided to encourage and develop individual departmental recognition programs, including training, toolkits, web forms and communication support for all announcements.</li> <li>• Technology is leveraged to support the data needed by supervisors, such as anniversary dates.</li> <li>• Recognition programs for teams are available.</li> </ul>		
Remuneration (10 points)	<ul style="list-style-type: none"> <li>• Recognition awards are contemporary, valued and respected.</li> <li>• There is equity across awards by type.</li> </ul>		
Communication (10 points)	<ul style="list-style-type: none"> <li>• Communication planning is comprehensive and clear, from advertising the award to announcing the final awards.</li> </ul>		
Informal Recognition (10 points)	<ul style="list-style-type: none"> <li>• The recognition programs are straightforward.</li> <li>• There is an established norm for di minimis gifts, policies and business practices.</li> <li>• Supervisors are aware of tools and resources for recognition.</li> <li>• Peer-to-peer and other “on the spot” recognition is established across the unit or organization.</li> </ul>		
Service Awards (10 points)	<ul style="list-style-type: none"> <li>• Longevity of service is acknowledged annually at the unit/department level.</li> <li>• Review of service recognition to confirm that the starting year(s) of service recognition is adequate for your desired employee experience.</li> </ul>		
	MAXIMUM SCORE 100	OUR TOTAL SCORE:	