

# PERSONAL RECOGNITION INVENTORY FORM

## How do you like to be recognized?

Recognition matters. By filling out this form, you'll be providing information about your recognition preferences so we can recognize you in the way you wish to be recognized. We highly recommend completion of this form, although it is voluntary. We'd like you to share whatever information you feel comfortable with. This form will be shared with your supervisor and/or manager.

### 1. I prefer to be recognized:

- Publicly
- Privately
- No Preference
- Other:

### 4. I most appreciate being recognized

- Within my department or workgroup
- Within my division
- Organizationally, campus-wide
- No preference
- Other:

### 2. I prefer to be recognized:

- As an individual
- As a member of a team
- No Preference
- Other:

### 5. I prefer to be:

- Surprised by an award or an event
- Recognized in writing without any ceremony
- Notified in advance that I will be recognized at an event
- No preference
- Other:

### 3. I most appreciate recognition when given by:

- Colleagues, Co-workers, and Peers
- Faculty, Students, Volunteers, Guests
- Staff reporting to me (if applicable)
- My direct boss
- No preference
- Other:

### 6. Usually I'd prefer to be recognized:

- In a novel and exciting way
- In a simple and dignified way
- In a direct ("no nonsense") way
- No preference
- Other:

### What is your favorite?

Food

Eatery

Stores

Hobby

### Please check the items below that you would most enjoy (limit to five):

- |                                      |  |  |
|--------------------------------------|--|--|
| <input type="radio"/> Balloons       | <input type="radio"/> Flowers                    | <input type="radio"/> Personal Gift                        |
| <input type="radio"/> Cash           | <input type="radio"/> Gift Card                  | <input type="radio"/> Plaque/Trophy                        |
| <input type="radio"/> Certificate    | <input type="radio"/> Greeting Card              | <input type="radio"/> Thank You Note                       |
| <input type="radio"/> Decorated Desk | <input type="radio"/> Lunch with Boss            | <input type="radio"/> Professional Development Opportunity |
| <input type="radio"/> Email Message  | <input type="radio"/> Lunch w/ Senior Leadership |  |
| <input type="radio"/> Family Gift    |  |  |

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Date: \_\_\_\_\_