

# Recognition Worksheet

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RESOURCE	Templates

## How to Recognize Me

Share the document below (pages 2 and 3 only) with your working learners to understand how, when, and by whom your working learners like to be recognized and shown appreciation.

Recognizing working learners on a college campus is crucial as it validates their dedication to academic and professional pursuits. It fosters a supportive environment, acknowledging their multifaceted commitments and inspiring a sense of achievement. This recognition not only boosts morale but also reinforces the integral role of working learners in the campus community, promoting a culture that values their contributions and strives for their holistic success.

Have your working learners fill out the following worksheet at your convenience (your working learners could fill this out when they are first hired on but can update it throughout the academic year – such as at the end of the semester, after completing a project, or upon reaching a significant milestone). It's ideal to align the recognition with specific accomplishments to ensure the recognition is timely and meaningful.

**Note: This is a page just for supervisors. When sharing this worksheet with your students be sure to only share pages 2 and 3!**



Please complete this worksheet so that we know how, when, where, why, and by whom you like to receive recognition.

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**My preferred name:**

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**My preferred pronouns:**

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**Employment anniversary date:**

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**Birthday:**

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**I value...** (This could be personal values or professional values you have that you want your supervisor to be aware of while working with you)

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**What makes recognition meaningful to me:**

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**How I like to work:** (This could be anything such as I like music while I work / I need it to be quiet, I like to be given a project and just check in / I like to work in teams and with someone else, I like to have tasks emailed to me / verbally give me tasks, etc.)

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**Ways I am motivated at work:** (Learning something new, collaborative projects, flexibility in my schedule with class, etc.)

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Please list 3 professional goals:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

If you're willing, please list 3 personal goals:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Do you enjoy public recognition?  Yes  No

If yes, what form does public recognition ideally take for you? \_\_\_\_\_

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What kind of recognition motivates you (i.e., appreciation, money, gifts, awards, promotion opportunities, etc.)?  
 Review the following rewards and put an X in the answer box you choose:

	Love it!	It's fine	Don't bother
Amazon gift cards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Restaurant gift cards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Message to team	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
More training / Responsibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A thank you card	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other recognition I like:			

**Please list your favorite:**

Snack (sweet, salty, or savory):
Ice cream flavor / brand:
Candy / candy bar:
Beverage (soda, coffee, tea, etc.):
Local restaurant:
Music genre:
Place to shop:
Other: