

GM@W Organizational Review Worksheet

PF7: RECOGNITION & REWARD

OBJECTIVE: A work environment where there is appropriate acknowledgement and appreciation of employees' efforts in a fair and timely manner.

What are the benefits of effectively addressing Recognition & Reward?

- ✓ Enhanced employee satisfaction, motivation and loyalty
- ✓ Improved teamwork and positive employee morale
- ✓ Increased retention and enhanced recruitment of skilled staff
- ✓ Enhanced employee/labour relations

What information may be helpful to refer to or collect?

- ✎ Industry/regional information on pay equity
- ✎ Compensation formulas
- ✎ Employee reward systems
- ✎ Employee contracts and/or collective agreement(s)

How would you describe your workplace/work unit? *(select all that apply; this will help you answer questions below)*

Recognition

- Demonstrated appreciation for staff who “go the extra mile” at work
- Regular recognition events (e.g., breakfasts, employee-of-the-month programs)
- Celebration of individual or team successes and accomplishments

Reward

- Regular reviews and appropriate adjustments to employee salaries
- Performance-based bonuses and pay increases
- Profit-sharing/stock option opportunities
- Non-monetary rewards (e.g., time off, better shifts, preferred task selection)

Please answer the questions below with respect to your workplace:

	Strongly Agree 4	Somewhat Agree 3	Somewhat Disagree 2	Strongly Disagree 1
1. Immediate supervisors demonstrate appreciation of employees' work.				
2. Employees are paid fairly for the work they do.				
3. Our company appreciates extra effort made by employees.				
4. Our organization celebrates our shared accomplishments.				
5. Our workplace values employees' commitment and passion for their work.				

PF1 GM@W Organizational Review Score (from above): _____ (5 to 20)

PF1 GM@W Survey Score (if applicable, from the GM@W Survey Results): _____ (5 to 20)

Serious Concerns = 5 to 9 **Significant Concerns = 10 to 13** **Minimal Concerns* = 14 to 16** **Relative Strengths** = 17 to 20**

* Although this is a Minimal Concern, it is important to attend to it and review the GM@W Organizational Review Results and the GM@W Survey Results for any additional or individual-identified areas of concern.

** Although this is a Relative Strength, it is important to review the GM@W Organizational Review Results and the GM@W Survey Results for any additional or individual-identified areas of concern.

If there is a difference between the GM@W Organizational Review Score and the GM@W Survey Score, what may be contributing to the difference (e.g., lack of knowledge or understanding, communication gaps)?

Do issues related to Recognition & Reward present a greater risk to particular groups of employees (e.g., new employees, certain jobs, shift workers, etc.)?

What are the strengths in your workplace in terms of Recognition & Reward (e.g., what you do well, what should you continue doing)?

What could your workplace do to improve in this area (e.g., what could you do more of, what could you do less of)?

Is further action required? YES NO

If YES, see *GM@W Suggested Responses: PF7*