

A vertical graphic on the left side of the slide, featuring a stylized American flag with white stars on a blue field and red and white stripes, all contained within a white border.

NEW BEGINNINGS

Lesson 7: Recognizing and Rewarding Performance

Leadership SERVICE **Pride** readiness
WORKFORCE PLANNING
NEW Ownership
Supervisor Performance
communication
Guides
BEGINNINGS hiring
EXCELLENCE **mission** accountability MENTORING
tools Teamwork **PERFORMANCE** Commitment
training
Rewards

- Upon completion of this lesson, you will be able to:
 - Describe the importance of recognizing and rewarding the employee's success.
 - Identify types of recognition and reward related to performance management.
 - Determine creative ways to recognize and reward employees.

- Ongoing
- Supervisors and employees **share** responsibility
- Consist of:
 - ✓ Proactively **planning** work and setting expectations
 - ✓ Continually **monitoring** performance
 - ✓ **Evaluating** performance in a summary fashion
 - ✓ **Recognizing and rewarding** good performance



Monetary

- One-Time cash award
- Salary Increase
- Promotion
- Time-Off Award

Non-Monetary

- Award plaque
- Challenge Coin
- Public acknowledgement at meeting
- Simple “Thank you” or other way to show employee performance was observed and recognized

NOTE: Must adhere to ethical spending limit guidelines in 5 CFR 2635 and DoDI 1400.25 V451

➤ **Employee successes and accomplishments should be recognized and rewarded**

➤ **Supervisors should:**

- ✓ Actively solicit and act on input from employees
- ✓ Communicate positive results based on employee input back to employees to show value of their ideas and suggestions.
- ✓ Verbally thank deserving employees for good performance
- ✓ Give positive feedback on performance, when warranted, as often as possible

➤ **Employees should:**

- ✓ Proactively communicate successes and accomplishments to their supervisor



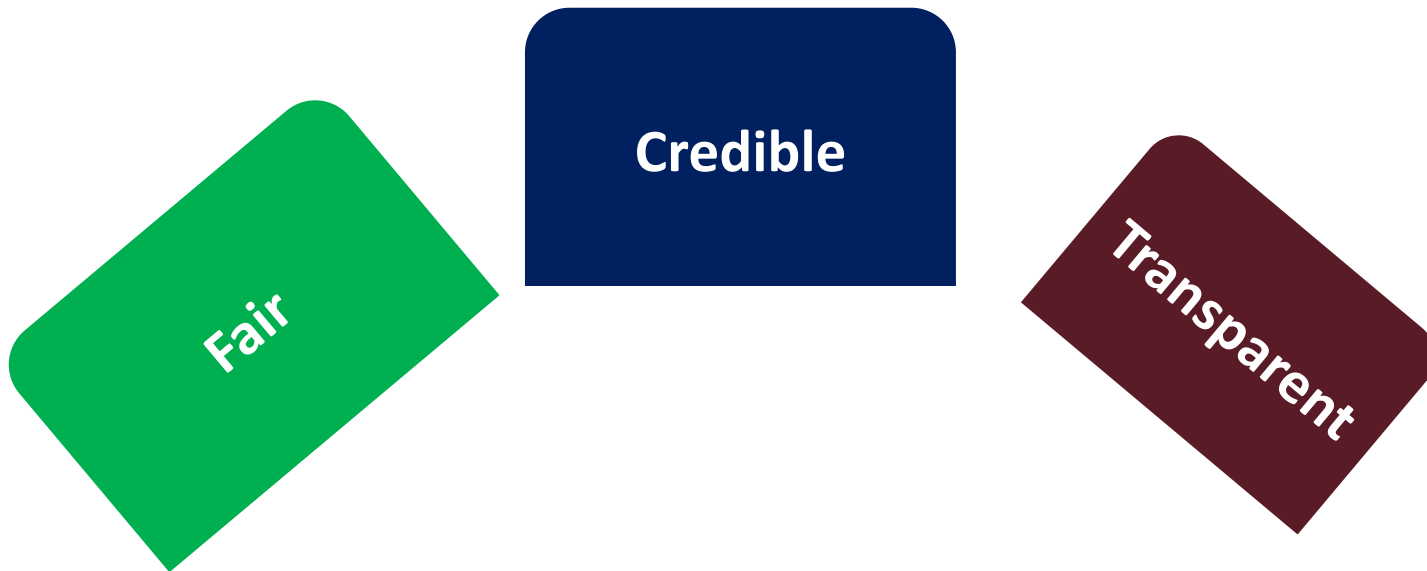
Recognizing and Rewarding Performance

DoD is committed to

“a fair, credible and transparent”

performance management and appraisal program

**How can we make recognition and rewards
fair, credible, and transparent?**



Exercise: Create a Recognition and Rewards Library

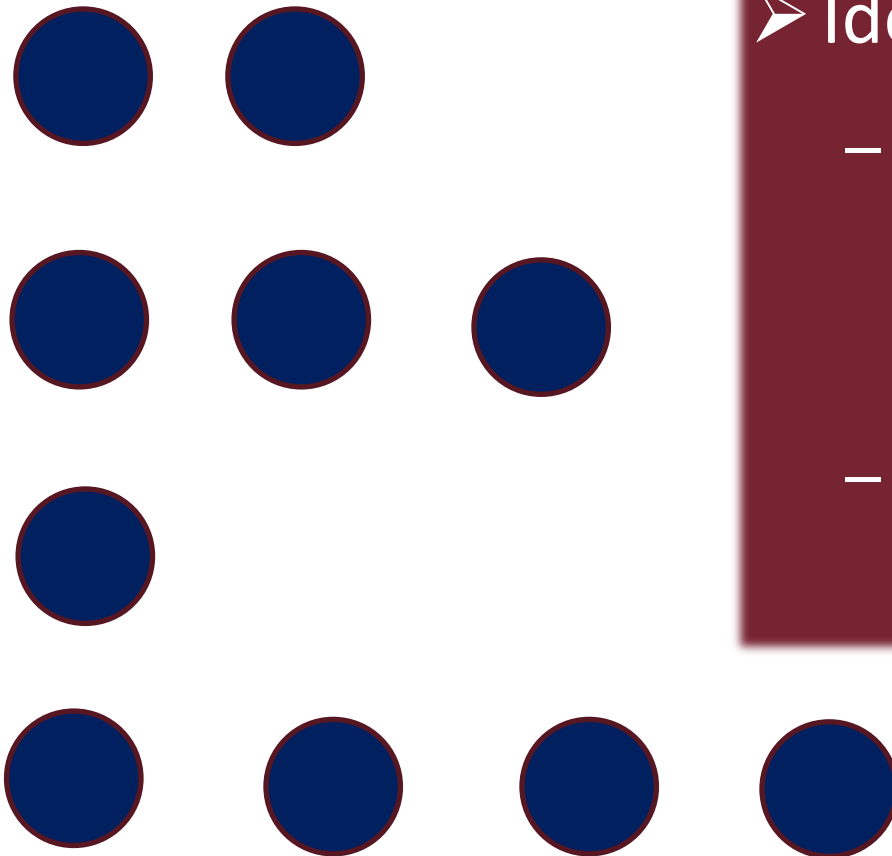
- Create a list of non-monetary employee recognition and rewards methods that a supervisor could use throughout the performance appraisal cycle



- What did you come up with in your groups?



Exercise: Employee Recognition and Rewards Toolkit



➤ Identify favorite methods

- 10 ideas with one dot sticker per idea

OR

- More than one dot sticker for a particular favorite

- What are the Top 10 ideas for the entire class?
- Which groups had the three highest numbers of dot stickers



What Motivates Us



- You should now be able to:
 - Describe the importance of recognizing and rewarding the employee's success.
 - Identify types of recognition and reward related to performance management.
 - Determine creative ways to recognize and reward employees.

Additional Resources

- DODI 1400.25, Volume 410, *DoD Civilian Personnel Management System: Training, Education, and Professional Development.*
- DODI 1400.25, Volume 431, *DoD Civilian Personnel Management System: Performance Management and Appraisal Program.*
- DODI 1400.25, Volume 451, *DoD Civilian Personnel Management System: Awards.*
- DCPAS Resources and References web site:
<https://www.cpms.osd.mil/Subpage/NewBeginnings/ResourcesReferences/>
- DCPAS HR Toolkit:
<https://dodhrinfo.cpms.osd.mil/Directorates/HROPS/Labor-and-Employee-Relations/Performance-Management/Pages/PM-Guides-TipSheets-Checklists.aspx>
- DCPAS LERD web site
<https://dodhrinfo.cpms.osd.mil/Directorates/HROPS/Labor-and-Employee-Relations/Pages/Home1.aspx>
- Corporate Leadership Council. *Building the High-Performance Workforce: A Quantitative Analysis of the Effectiveness of Performance Management Strategies* (Washington D.C.: Corporate Executive Board, 2002)

- Are there any questions?

