

THE POWER OF *Moments* RESOURCE GUIDE

<https://hr.gmu.edu/reward-and-recognition/>

Recognition Toolkit from Central HR Reward and Recognition:

Mason employees are encouraged to print and use meaningful and instant appreciation cards and labels on this page to recognize others. You can also check out [Mason HR Rewards & Recognition Pinterest](#) page for more inspiration, ideas and free recognition! These resources that you can print in your office and use immediately or easily request by emailing awards@gmu.edu and picking up the materials in Merten Hall.

Informal Recognition through Central HR:

<https://hr.gmu.edu/reward-and-recognition/informal-recognition/>

Informal recognition includes on-the-spot and day-to-day recognition that departments can provide to staff and students and is provided by HR & Payroll. There are many choices to consider when exploring informal recognition in our daily work; some have monetary value while others do not. There are ecards that can be offered on-the-spot to recognize a colleague in the moment and Mason flair you can order to give to a colleague to brighten their day and show gratitude as well. Alternately, there are gift cards that you can provide to a colleague (limit 2 a year per person), some of which are electronic. There are also Impact Awards and Recognition Leave that can be awards; these require supervisor and dean approval consider the funding associated with the award.

Gallup Drops for our Buckets:

As we continue to build our Strengths based culture, University Life incorporates “drops” of gratitude to give to someone else to fill to their personal “bucket”. The CliftonStrengths book, [How Full is your Bucket](#), addresses how we each have a bucket and our interactions with others either fill or dip into that bucket. As colleagues, we can show gratitude and recognize colleague’s efforts by writing out a gratitude “drop” and sending to the intended recipient. Many people post on their bulletin boards to have a nice reminder of their value on days when they need it most. Please contact ulcentrl@gmu.edu or ulprodev@gmu.edu to request drops. There are limited quantities available; if you require a larger order, you will be directed to the site to purchase.

Possible Recognition Opportunities:

Members of search committees

Department monthly staff appreciation award

Articles & information for further reading:

How to Write a Meaningful Thank-You Note

<https://hbr.org/2021/11/how-to-write-a-meaningful-thank-you-note?autocomplete=true>

Little things that Make Employees Feel Appreciated

<https://hbr.org/2020/01/the-little-things-that-make-employees-feel-appreciated>

A Simple Compliment Can Make a Big Difference

<https://hbr.org/2021/02/a-simple-compliment-can-make-a-big-difference>

Leading with Thank You, Put Gratitude First and Hybrid Work Just Works

<https://www.forbes.com/sites/forbestechcouncil/2021/08/10/leading-with-thank-you-put-gratitude-first-and-hybrid-work-just-works/?sh=64c75aae765f>

The power of appreciation: Mike Robbins at TEDxBellevue

<https://www.youtube.com/watch?v=a3wX8nmvIZ0&t=168s>