



MAKING A REWARDS PROGRAM WORK

- ✓ **Tie rewards to needs.** Because each employee has different needs, reward systems must be flexible. If feasible, rewards should be adapted to each employee.
- ✓ **Ensure the rewards' fairness.** Every employee must understand that, in relation to the demands of the job and to what workers in similar jobs outside the company are receiving, the rewards they receive are just.
- ✓ **Make sure timing is proper.** It's best to schedule frequent presentations of rewards so that employees receive them shortly after the achievement being recognized.
- ✓ **Talk up the value of rewards.** If managers show enthusiasm for a reward at the time it's presented, they add to its perceived value.
- ✓ **Don't camouflage rewards.** Rewards must stand out and be high-lighted; don't squeeze praise among a dozen other topics of conversation.
- ✓ **Present rewards in a public forum.** Rewards are not meant to be presented in the privacy of an employee's office. Schedule a special meeting for the occasion.
- ✓ **Don't oversell rewards.** Promote rewards, but don't oversell them. Constant talk about how great a reward is can start to make it sound ridiculous.

Source: Nelson, Bob, *1001 Ways to Reward Employees*. New York