

End-of-Year Recognition Program Checklist

Use this checklist to evaluate your employee recognition program's performance, celebrate successes, and prepare for the upcoming year.

1 Program Performance Review

- ☐ Review overall participation metrics: number of recognitions sent, nominations submitted, and challenges completed.
- ☐ Analyze engagement trends across departments and teams.
- ☐ Identify top-performing employees, managers, and teams in the program.
- ☐ Compare this year's data to previous periods to identify growth areas or declines.

2 Employee Feedback & Sentiment

- ☐ Gather feedback from employees via surveys or focus groups about the program.
- ☐ Assess satisfaction with available recognition types, badges, and rewards.
- ☐ Identify barriers preventing participation (e.g., lack of awareness, program complexity).
- ☐ Review comments or suggestions submitted throughout the year.

3 Program Features & Content

- ☐ Review current badges, campaigns, and challenge offerings.
- ☐ Identify underutilized features or recognition types.
- ☐ Ensure all company values are adequately represented in recognition options.
- ☐ Audit reward catalog to confirm items are relevant and appealing.

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Check off each action as you review and plan your program.

4 Manager & Leadership Engagement

- ☐ Review manager participation in sending recognitions or nominations.
- ☐ Assess leadership visibility and support in recognizing top performers.
- ☐ Identify teams or managers who may need additional guidance or training.
- ☐ Plan targeted campaigns to increase manager and executive involvement.

5 Communications & Awareness

- ☐ Review program communications: newsletters, announcements, and internal campaigns.
- ☐ Evaluate effectiveness of campaigns, contests, and themed recognition weeks.
- ☐ Identify gaps in awareness and plan messaging strategies for the new year.

6 Budget & Rewards

- ☐ Review total points awarded versus points redeemed to assess program usage.
- ☐ Track unredeemed points and plan communications to encourage redemption before year-end.
- ☐ Analyze spending on rewards versus allocated budget to identify savings or overages.
- ☐ Prepare budget for the upcoming year, accounting for expected growth in participation and new reward offerings.
- ☐ Plan for potential new reward items, campaigns, or challenges that may require budget allocation.

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7 Planning for the New Year

- ☐ Set goals for recognition program participation and engagement for the upcoming year.
- ☐ Refresh campaigns, challenges, and badges to align with company goals and values.
- ☐ Schedule regular check-ins and reporting cadence for program monitoring.
- ☐ Plan manager and leadership training to increase adoption and recognition quality.
- ☐ Introduce new initiatives or recognition categories based on employee feedback.

8 Celebration & Acknowledgment

- ☐ Highlight top contributors and program champions in year-end communications.
- ☐ Consider end-of-year awards or special recognition events.
- ☐ Share success stories and metrics to demonstrate the impact of the program.

Tip: Make it a living checklist

Keep a running document with this checklist to track completed actions and lessons learned. It will make program management smoother and help start the new year with a clear plan.