

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

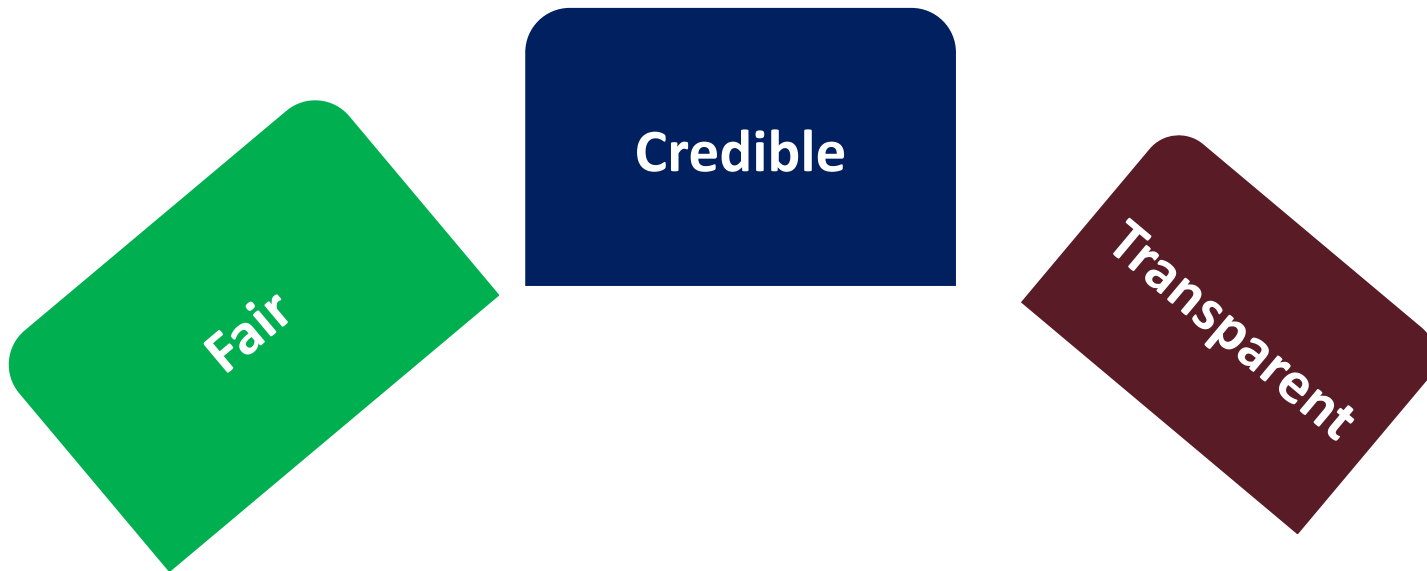
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DoD is committed to

***“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

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

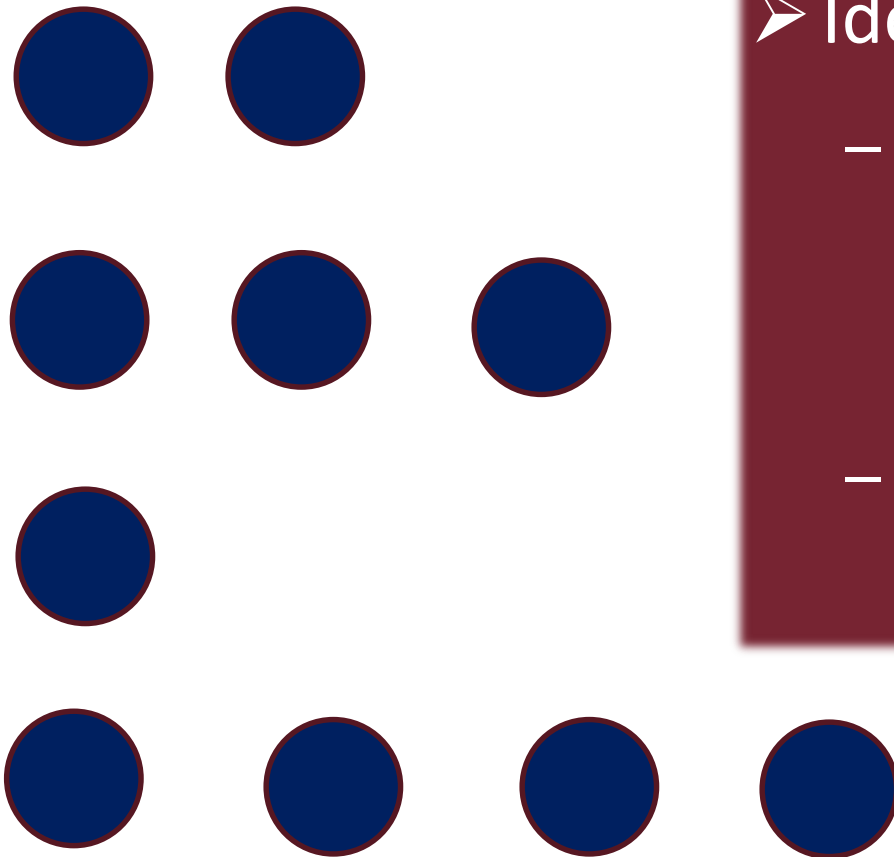




- What did you come up with in your groups?



## 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

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- 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

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- 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?



# Certificate of Completion of the MyPerformance Evaluating Performance - Refresher Trainer

I CERTIFY I HAVE READ AND I UNDERSTAND THE INFORMATION PRESENTED IN THIS  
PRESENTATION

\_\_\_\_\_  
NAME AND SIGNATURE

\_\_\_\_\_  
SUPERVISOR'S NAME AND SIGNATURE