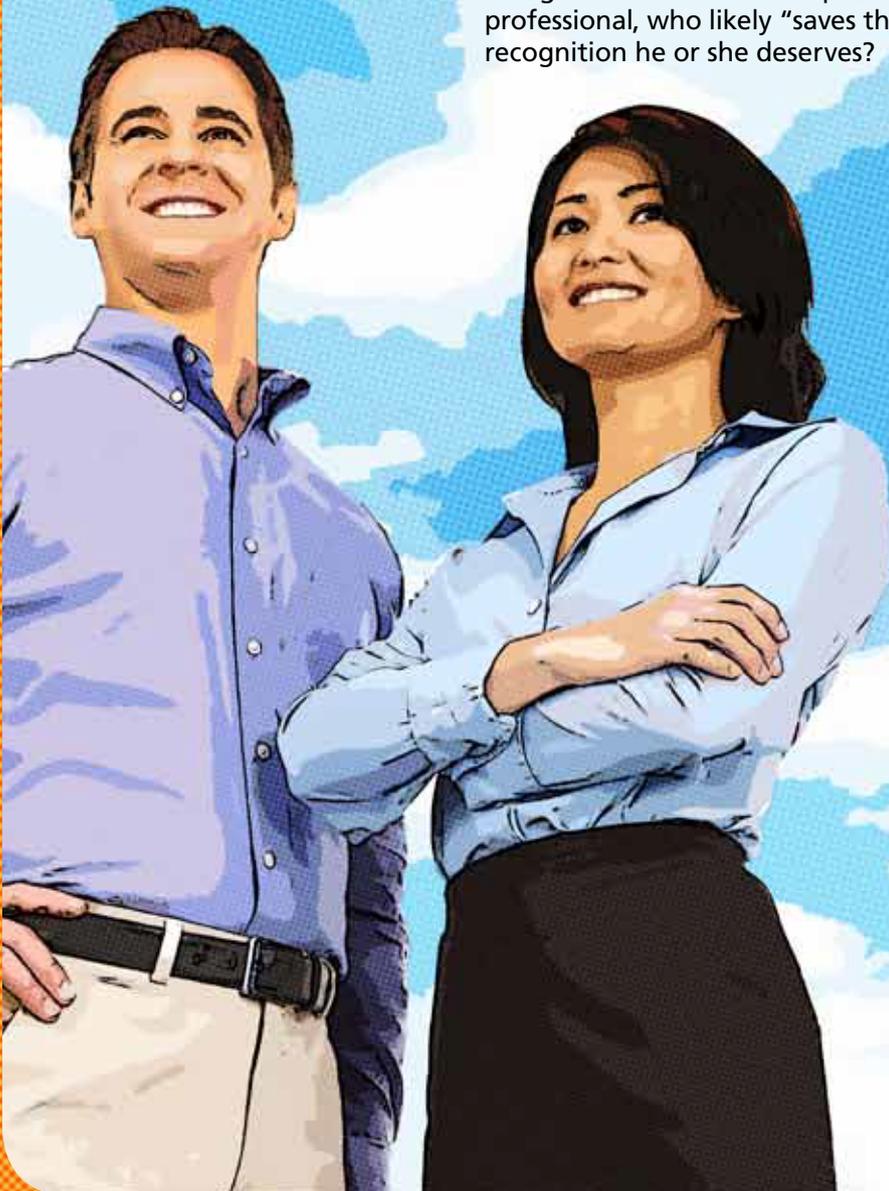


# 25 WAYS TO RECOGNISE YOUR STAFF

## Cost-Effective Ideas for Celebrating Administrative Professionals

Administrative staff are often the unsung heroes of most departments. But research shows their contributions shouldn't be ignored. More than 90% of administrative professionals surveyed\* said their work performance improves when they are properly recognised for their accomplishments. Is your administrative professional, who likely "saves the day" regularly, getting the recognition he or she deserves?

There is no "one-size-fits-all" approach to recognising a job well done, but there are best practices. OfficeTeam compiled the following list to help managers explore various cost-effective recognition ideas and determine which options are right for your team. Why not share this list with other managers and review it with your administrative staff to start a dialogue about the forms of recognition they value most. ▶



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## Praise

1. Regularly thank employees verbally for a job well done.
2. Praise outstanding employees at a staff meeting so the feedback is public.
3. Make a member of your administrative staff “employee of the month” if he or she regularly goes above and beyond the call of duty.
4. Ask a senior executive to provide verbal recognition for the work of office support staff at a company forum attended by all employees.
5. Share a message sent by a customer or other stakeholder praising your assistant’s work.
6. Feature your assistant in the company newsletter.
7. Prepare a handwritten thank-you note acknowledging his or her great work.

## Rewards

8. Nominate administrative staff for internal and external achievement awards.
9. Encourage your assistant to become active in a professional association. Also reimburse your support staff for membership fees or exam costs toward attaining professional certifications.
10. Take your assistant to lunch to discuss his or her career goals, as well as department objectives.
11. Give office support staff a subscription to an industry trade publication, such as *Executive PA*.
12. Encourage your assistant to attend a professional conference or seminar — and pay for the travel and registration fees.
13. When your assistant asks for help, share your expertise or obtain outside assistance.
14. Invest in state-of-the-art technology and tools to allow office staff to do their jobs better.
15. Include office support staff when giving performance bonuses.
16. Give your administrative staff business cards.

\* Survey of 540 administrative professionals conducted by OfficeTeam

## Growth Opportunities

17. Ask your administrative staff to take on a tough problem or a new challenge outside their usual job description.
18. Empower your assistant to make decisions and have more control over his or her work.
19. Ask your assistant to give a presentation at a staff meeting or a company conference.
20. Encourage office support staff to learn a new software application, use new technologies, or increase their skills and knowledge in other ways.
21. Ask your assistant’s opinion on a difficult organisational issue or a new business opportunity.
22. Encourage administrative professionals to share what they’ve learned at a professional conference with other support staff.
23. Ask your assistant to help a colleague get started with a project or solve a particularly difficult problem.
24. Implement a solution throughout the organisation that your assistant recommended and give him or her credit.
25. Help more experienced administrative staff build management skills by asking them to mentor entry-level office support staff.

**Call OfficeTeam today to discuss recognition ideas for your staff.**



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