



The WorkInConfidence Guide to **Employee Appreciation**



Employee Recognition

We all know employee recognition is crucial to productivity, the wellbeing of your employees, and good organisational health.

Happy employees boost productivity, retention and engagement, and generally lead to happy customers too.

The quickest way to make employees feel valued is often the easiest – via direct recognition from a manager. A free, simple, yet extremely effective two little words is all it takes sometimes!

“Thank You”

So simple that many companies gloss over it completely, and many employees are used to getting little praise.

Start thanking staff for their efforts and you can guarantee it will brighten up their day, and get them working even harder in future!

This act needn't be – and perhaps shouldn't be – a public event. Just drop by their desk, or pick up the phone and thank them for their hard work, and leave it at that. It's more personal that way, and they'll know the organisation values their input.

Get into the habit of saying thank you in the first instance, then try these other cost-effective rewards too.

Highly engaged teams are up to **18% more productive and 23% more profitable** than those with low engagement.

Source: Gallup Q12 Meta-Analysis, 2024 – based on more than 3.3 million employees worldwide.



[BOOK A DEMO](#)

Check the **Pulse of Your Employees**

The three step process any company can use to start showing appreciation to their employees today. The best news is, it doesn't cost a fortune, and, once you're up and running, it will become second nature, rather than hard work. It really is that simple.



Employee Recognition Survey > Analyse > Improve

Conducting an employee recognition survey will quickly help you understand what you need to do to continuously build and enhance your organisational culture.

Cement those values and your reputation as that of an organisation which people are proud to be a part of.

Future recruits are attracted to your organisation as a great place to work.



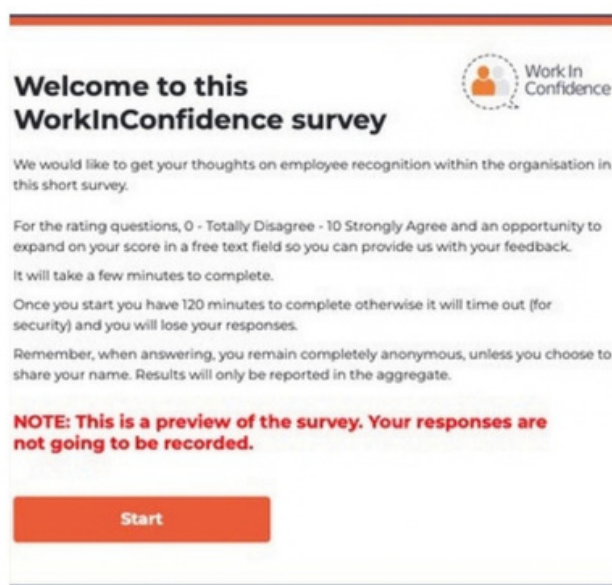
Structuring Your Survey Questions

One of the most common mistakes we see when people design surveys is not structuring your survey format questions in a way where you can easily analyse the results.

The best way is to create a template questionnaire, structure your questions and stick to it – consistency is key.

If you chop and change scales this can make analysis harder to decipher. You can always add in a few free text fields for your people to expand on their thoughts.

Not everyone will feel comfortable sharing their experiences, but even a few insights here will quickly give you the context to measure and improve going forward.



The screenshot shows a survey welcome screen with the following text:

Welcome to this WorkInConfidence survey

We would like to get your thoughts on employee recognition within the organisation in this short survey.

For the rating questions, 0 - Totally Disagree - 10 Strongly Agree and an opportunity to expand on your score in a free text field so you can provide us with your feedback.

It will take a few minutes to complete.

Once you start you have 120 minutes to complete otherwise it will time out (for security) and you will lose your responses.

Remember, when answering, you remain completely anonymous, unless you choose to share your name. Results will only be reported in the aggregate.

NOTE: This is a preview of the survey. Your responses are not going to be recorded.

Start

We share key questions below, which you can use to create your own survey. The data insights you gain by asking these questions will uncover how you are doing and whether your employees feel appreciated and valued in your organisation.

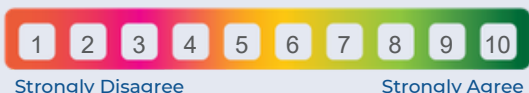
Further data analysis can be obtained by breaking down into departments, etc. so make sure to add in questions at the beginning, age, gender, department. For example, you might find that everyone from Accounts is happy with the recognition process, however Operations score was low, then you have a place to start investigations and improvements.

12 Core Questions to Ask Your Employees

1

I feel valued and appreciated by the organisation for the contribution I make

Rated 0–10 scale question

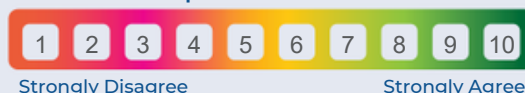


Feeling valued is about more than receiving praise. This question provides an overall measure of whether employees believe their contribution is recognised and appreciated by the organisation. A follow-up free-text question can help identify what would make employees feel more valued.

2

My manager regularly recognises and appreciates the work I do

Rated 0–10 scale question

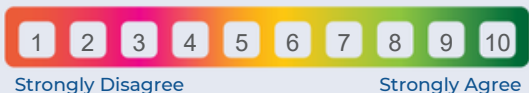


Managers have an important role in making recognition part of everyday working life. This question helps you understand whether employees are receiving regular, genuine acknowledgement from their manager and can highlight differences between teams or departments.

3

People in my team recognise and appreciate each other's contributions.

Rated 0–10 scale question

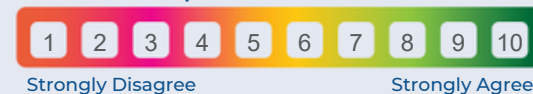


Recognition does not have to come only from managers. This question explores whether appreciation is part of the culture within teams and whether colleagues feel comfortable acknowledging one another's contribution. This highlights if employees give kudos to each other or not.

4

Recognition and appreciation is given fairly across the organisation

Rated 0–10 scale question



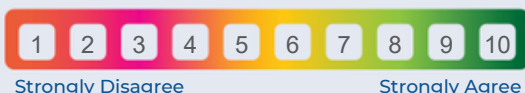
Recognition can lose its value if employees perceive it to be inconsistent or biased. This question can help identify whether people believe appreciation is fair and inclusive across different roles, teams, and groups.

12 Core Questions to Ask Your Employees

5

There is a culture of celebrating success in our organisation

Rated 0–10 scale question

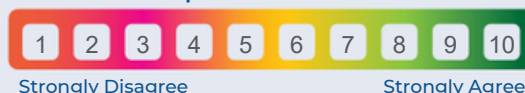


Celebrating achievements (both large and small) can reinforce positive behaviours and help employees see that their contribution matters. Responses can show whether recognition is embedded in the culture or happens only occasionally. If you score poorly here it's an opportunity to look at embedding ways of doing so.

6

I am able to maintain a healthy balance between my work and personal life

Rated 0–10 scale question

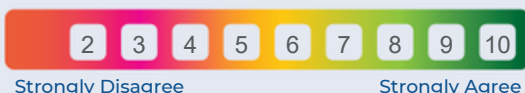


This question helps identify whether workload and working practices are sustainable. Consistently low scores, or significant differences between teams, can provide an early indication of pressure, workload or wellbeing issues that may need further exploration.

7

Working here gives me a sense of personal accomplishment

Rated 0–10 scale question

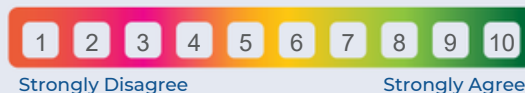


Feeling that work is worthwhile can be an important part of employee happiness and engagement. This question explores whether employees gain a sense of achievement and purpose from the work they do.

8

My pay, benefits, and financial package is appropriate to recognise the work I do

Rated 0–10 scale question



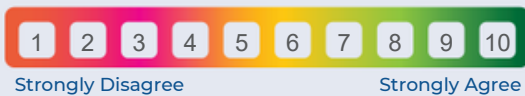
Non-financial benefits can be an important part of employee recognition and satisfaction. This question will help you understand if you are hitting the mark with this.

12 Core Questions to Ask Your Employees

9

I feel positive about being part of my team

Rated 0–10 scale question

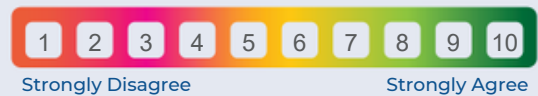


An employee's experience of their immediate team can have a significant influence on how they feel about work overall. This question provides insight into team relationships and belonging and may highlight areas where particular teams need further support.

10

I would recommend this organisation as a good place to work

Rated 0–10 scale question

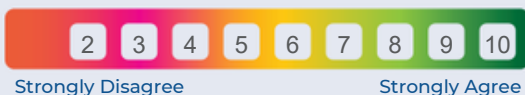


Would employees positively recommend the organisation to someone else? This provides a useful overall indicator of employee experience and can be tracked over time to identify changes in sentiment.

11

I can see myself still working for this organisation in two years' time

Rated 0–10 scale question

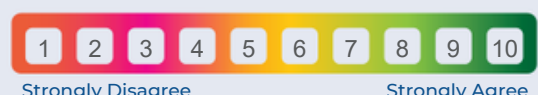


Rather than waiting until someone decides to leave, this question can provide an early indication of retention risk. Looking at the results by team, role or length of service may help identify where further investigation or action would be useful.

12

Overall, I am happy working for this organisation

Rated 0–10 scale question



This provides a simple overall measure of employee happiness against which the more specific questions can be considered. Tracking the score over time can help organisations understand whether changes and improvements are having an impact.

Additional Free Text Question Suggestions

What do you like best about working here?

Which of your skills and abilities do you feel are being utilised well in your role?

Which of your skills and abilities do you feel are being overlooked in your position?

How could we improve employee recognition and appreciation across the organisations?

What one thing could we change that would most improve your experience of working here?

Scale questions make results easier to measure and compare. We show a 0-10 scale, ranging Totally Disagree to Totally Agree, but a 5 point scale ranging from Strongly Disagree to Strongly Agree works equally well. Free-text responses can help explain why employees have answered as they have. Combined, these questions identify both what the organisation should protect and what could make the greatest positive difference.





Conduct Regular Monthly Employee Pulse Checks

Keep Your Finger on the Pulse

An employee survey can give you valuable insight into how your people are feeling – but employee experience doesn't stand still.

Things change. Workloads increase, teams evolve, managers change and new pressures emerge. A fuller survey can help you explore particular areas in depth, while a simple pulse survey can help you keep listening in between.

What3Things – The Simplest Monthly Pulse Survey You Can Get

What3Things from WorkInConfidence makes regular employee listening incredibly simple. Every month, employees are asked just three anonymous questions

What's
going well?

What could
we improve?

How are you feeling
about work?

That's it. It takes less than two minutes to complete, giving employees a quick and easy way to share what's on their mind without survey fatigue.

For organisations, it provides a regular view of employee sentiment, helping you spot emerging themes, see what's working and identify areas that may need attention. AI-powered summaries and sentiment analysis also make it easier to see patterns and track changes from month to month.

Annual and targeted surveys give you depth. What3Things helps you keep listening in between.

About Us

At WorkInConfidence, our mission is to empower organisations to build healthier, safer, more engaged and productive workplaces. Our platform gives every employee a voice within an environment of psychological safety.

 Employee Voice	 Psychological Safety	 Leadership Insights
Creating trusted channels for authentic communication	Building environments where everyone feels safe to speak up	Providing actionable data for informed decision making leading to improved culture and organisational performance.

WorkInConfidence is used across over 100 organisations (c. 200k staff) in the private, public and not for profit sectors. We have a decade of experience delivering a highly secure, easy to use system. WorkInConfidence is registered with the ICO for data protection purposes and is IASME and Cyber Essentials Plus certified.

One Comprehensive Solution Via One Unified Online Platform

 Anonymous Two-Way Speak Up	 Open Case Logging	 Case Management
Removing fear and worry for the nervous or reticent to Speak Up about bullying and harassment, DEI, wellness or ideation.	People who are comfortable with being identified can log cases openly.	All cases (whether received via the platform or directly) can be easily stored, shared, and tracked.
 Clear Central Reporting & Actionable Insights	 Employee Forums	 Surveys
Spot patterns, emerging risks, and identify opportunities for improvement. Provide clear reporting to the Senior Leadership Team, regulators, or the Board.	Enable open discussions to learn and improve.	Gather feedback through pulse, mini or long surveys. Discover and learn from employee viewpoints.

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