**How do you like to be recognized?**

*Recognition matters. By filling out this form, you’ll be providing information about your recognition preferences so we can recognize you in the way you’d like. Completion is voluntary, and we’d like you to provide whatever information you feel comfortable sharing with your lead, supervisor, and/or MPP.*

1. I prefer to be recognized

□ In public

□ In private

□ Either

□ Other:

1. I prefer to be recognized

□ As an individual

□ As a member of a team

□ No preference

□ Other

1. I most appreciate recognition when given by:

□ Colleagues, coworkers, and peers

□ My direct supervisor

□ My division’s leader

□ Faculty, students, community members

□ Staff reporting directly to me (if applicable)

□ No preference

□ Other

1. I most appreciate being recognized

□ Within my department or unit

□ With my division

□ Campus-wide

□ No preference

□ Other

1. I prefer to be

□ Surprised by an award or event

□ Notified in advance that I will be recognized publicly

□ Recognized in writing with no public ceremony

□ No preference

□ Other

1. Usually I’d prefer to be recognized

□ In a novel, exciting way

□ In a simple, dignified way

□ In a direct, no-nonsense way

□ No preference

□ Other

What is your favorite:

Food

Store

On-campus Eatery

Hobby

Please check the items below that you would most enjoy (limit to five)

□ Balloons

□ Decorated Desk

□ Email message

□ Flowers

□ Greeting card

Name

□ Lunch with team

□ Lunch with supervisor

□ Lunch with senior leadership

□ Personal gift

□ Plaque or award/trophy

Date