

Praise Profile: Deep Dive

A structured guide to uncover what makes recognition meaningful—so it motivates action and gets repeated.

How to use it: Use this in a 1:1 to ask, listen, and document preferences you can consistently act on.

Name: _____

Date: _____

1. How You Like to Be Recognized

When you're doing great work, how do you prefer to be acknowledged:

- Is it okay to share recognition?
 - Yes—I'm an open book
 - No—I'm more on the private side
- Favorite Formats (check all that apply):
 - Face-to-face
 - Email
 - Text/chat
 - Call
 - Other (bulletin boards, etc.): _____
 - Just don't EVER _____
- Style:
 - Brief and to the point
 - Detailed and specific

2. What Matters to You

Help others understand what's important to you and what you want to be known for (optional).

- What makes recognition feel meaningful to you:

- What do you most want to be known for in your work?

- What kinds of contributions or efforts feel most meaningful to you?

- Are there milestones or moments that matter more to you?
(e.g., project completion, promotion, personal achievement)

- If something big happens at work, would you like family or others notified?

- Yes

- No

If yes, how and who: _____

3. What to Watch For

Make it easier for others to recognize and reinforce what's working.

- What are specific behaviors or contributions you'd like to be recognized for more often?

- When you're doing your best work, what does that look like?

- What strengths or qualities do you bring that you want others to notice?

4. What to Avoid / Adjust

Not all recognition lands the same. This helps others get it right.

- What kind of recognition feels off, awkward, or unhelpful?

- What has felt like empty or generic praise in the past?

- If your work goes unnoticed, what's the best way to address or repair that?

- How often does recognition feel right to you?
 - Frequent (weekly or more)
 - Occasional (a few times a month)
 - Milestone-based
 - Other: _____
- How do you feel about recognition from peers (not just leaders)?
 - I value it
 - Neutral
 - Prefer recognition from my manager

Appreciation Beyond Words

When appreciation goes beyond words, what resonates most?

- Time off
- Flexibility
- Growth or learning opportunities
- Visibility/being included
- Something else: _____
