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End the Year Right — Express Your Appreciation to Your Employees



The end of the year is fast approaching, and it is the perfect time to reflect on what you and your team have achieved and give thanks accordingly. Employee appreciation surveys have shown employees are motivated to work harder when their supervisors are appreciative of their work. Therefore, employers should take the time to express thanks to their staff, not only because it is a nice thing to do, but also because it can help your employees to be more productive and generate better results.

WAYS TO SHOW APPRECIATION TO YOUR EMPLOYEES

- **Simply say thank you.** Employee surveys continue to show that people value a simple “thank you” from supervisors. It also shows that recognition and genuine appreciation are keys to talent retention and growth. Alternatively, a handwritten thank you note or card is also well received and adds a personal touch to the appreciation.
- **Recognize their accomplishments.** As the end of the year approaches, it is a good opportunity to review the year with your staff, either in a team setting or individually. Remind your team how they have contributed to the departmental goals this past year and the value of their hard work. Express your recognition and appreciation publically if you can.
- **Involve employees in making decisions.** The end of the year is also the time to develop action plans for the new year. As a supervisor, involve your employees as much as you can when you are making decisions for the departmental goals and objectives for the next year and make sure they understand why these goals are important for the department and the District. Just by the act of listening to their ideas and suggestions, your staff will feel that their opinions are being valued, and that in itself is a rewarding experience for them.
- **Be specific with your feedback.** When providing recognition, appreciation, and/or feedback to your team, make sure that you are specific and provide examples of what worked well and what did not. In this case, it will be easy for your team to identify effective methods and approaches to achieve desired results moving forward.

MEMBERS OF THE PERSONNEL COMMISSION

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- **Get to know your team personally.** As you are wrapping up projects and reports during the holiday season, you may have some down time before the new year starts. It is a good time to catch up with your employees to know more about their personal interests. It is an active way to show that you care for your employees. You can also use this time to understand their personal goals for career development so that you can help them identify opportunities and grow accordingly.

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