

Employee Recognition Survey Template

All questions are optional. Select one answer for each choice question.

Write your answers to the open questions in the space provided.

1. Which colleague would you like to recognize?

2. What did this colleague do that you would like to recognize?

3. When or in what work situation did this contribution happen?

Please avoid confidential details.

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All questions are optional. Select one answer for each choice question.

Write your answers to the open questions in the space provided.

4. How did this contribution help you, the team, or the people you serve?

5. If you are happy to answer a follow-up question, please provide your name and work email. Otherwise, leave this blank.

6. May we share your name as the person who submitted this recognition?

- ☐ Yes
- ☐ No, please leave my name out
- ☐ Please ask me first
- ☐ I did not provide my name