



# > Assess and Analyze

Now is the time to step back to assess and analyze the data collected.

## Map current practices

- > Current recognition, communication, and activity practices should be mapped out by frequency
  - Weekly
  - Monthly
  - Quarterly
  - Annually
  - Actual (not aspirational)

## Alignment to the organization

- > Step back and review your current practices and their alignment to:
  - Department or organizational goals
  - Core values
  - The organizations brand and voice

## Involve others

- > Become curious both observationally and by asking questions. Gain deeper insight to how your workforce (full-time, part-time, contract, floater) feels about current practices.
  - Develop a short list of questions to ask others
  - Develop a good cross-section list of people (front line to senior leaders) to approach
  - Conduct one-to-one short surveys, casually, gather additional data
  - Conduct small focus groups, casually, gather additional data

**Evaluate:** Evaluating the additional data gathered needs to be done through a dual lens. Consider both the program and organization.

- > How do employees feel about the recognition they receive?
- > What seems to be successful?
- > Are there gaps in current recognition practices?
- > What recognition barriers do we face?
- > Do current recognition practices incorporate all types of recognition
- > Are multiple delivery methods
- > Are current recognition practices integrated into a system that need improvement or more of an ad hoc group of practices?
- > Are individual programs within current recognition practices delivered similarly for all?
- > Does each individual program within current recognition practices align to the organization from all facets?

