

## How to identify someone's contributions

Before you recognize someone stop and think about it for a minute. What competencies do you value? What attitudes do you look for? What results are you seeking? What were the critical factors in your success? How has this person demonstrated one or more of these things? The statements below are intended to get you thinking creatively about recognizing people in an authentic and specific way.

1. As I watched you handle \_\_\_\_\_ (customer, supplier, shareholder, etc.), I was impressed by your ability to...
2. You are an extremely valuable member of the team because...
3. As I watched you interacting with your friends I realized how (smart, motivating, competent, fun, etc.) you are because...
4. You will bring the kind of attitude and work ethic to a job because/through...
5. I see you working someday because...
6. I knew you could do it because...
7. You did a remarkable job because...
8. I'm proud of you because...
9. It's clear that you are a quick study because...
10. I have a lot of confidence in you because...
11. You have such a unique way of dealing with (people, details, technology, conflict, etc.) because...
12. Thank you. It was great to see you take responsibility for...
13. I admire your imagination and creativity because...
14. It's exciting to work with you because...
15. I appreciated the way you listened so carefully before you...
16. I trust you because...
17. I like the way you collaborated with...
18. You make the rest of us laugh because...
19. I respect you because...
20. The best thing you did (in that meeting today, on that trip, on that proposal today, etc.) was...

Adapted from Freibergs.com, a consulting group.