



SELECT-YOUR-GIFT™
EMPLOYEE RECOGNITION

**Step-by-Step
Guide**



Complete Guide to Employee Service Awards



Visit us at www.Select-Your-Gift.com

About the Author: Greg Kern



Greg Kern, a founding partner of Select-Your-Gift Employee Recognition, brings over 24 years of expertise in the employee recognition industry.

Throughout his career, Greg has collaborated with thousands of clients, from small businesses to large corporations, to design and implement effective Service Recognition Programs.

In this comprehensive guide, Greg shares his wealth of knowledge on best practices for recognizing employees' service, providing various program options, valuable tips on planning and budgeting, innovative award presentation ideas, and step-by-step guidance on starting your program. Additionally, Greg explores the latest trends in Service Recognition, ensuring you stay informed and ahead in this evolving field.

By leveraging Greg's insights and strategies, you'll be well-equipped to develop a robust Service Recognition Program that enhances employee morale, loyalty, and overall company success.

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Table of Contents

- About the Author: Greg Kern 2
- Guide to Employee Service Awards - Introduction..... 5
- Understanding Employee Service Awards 7
- Benefits of Service Milestone Recognition 9
- History of Recognizing Employee Service 10
- Service Recognition is a Powerful Tool 13
- Evolving Trends in Service Awards and Recognition 14
- Service Milestones to Include in Your Program 16
- Embracing Earlier Service Recognition..... 17
- Service Awards for 25 Years / Quarter Century 18
- Retirement Recognition Gifts 19
- Enhancing Retirement Recognition Awards..... 19
- What to Spend for Employee Service Awards 20
- Strategy for Recently Missed Service Milestones 21
- Budgeting Employee Service Award Programs..... 22
- Service Award Presentation Tips 24
- Service Recognition Gift-of-Choice Awards 25
- Tailor-Made Recognition Awards 26
- Getting Started - Service Award Programs 27
- Contact Select-Your-Gift Today..... 27

Guide to Employee Service Awards

- Introduction

Recognizing your employees' loyal service is crucial for fostering a positive and motivating company culture.

This comprehensive guide will help your organization establish an effective Service Recognition Program.



What You'll Find in This Guide

Select-Your-Gift has created this guide to assist your company in developing an effective Service Milestone Recognition program.

Utilizing insights gained from extensive collaboration with thousands of clients, this guide provides valuable information, tips, and best practices used by successful organizations to celebrate service anniversaries.

Purpose of Service Recognition Programs and Awards

The primary goal of your Service Recognition program is to show appreciation and reward employees for their loyalty, long service, and significant contributions to your company. This guide is ideal for planning a new program or updating an existing one. It provides tips and practical advice for your organization's Service Awards Program.

Benefits of Service Recognition

Every recognition program in your organization, including Service Recognition, provides management with more opportunities to praise and reward employees. These programs work together to create a strategy of continual recognition, leading to higher employee engagement and improved employee retention.

Creating a Culture of Recognition

Everyone loves to be recognized! The Guide to Employee Service Recognition offers insights, tips, and best practices to help you develop an effective and successful Service Awards Program. This program will play a significant role in helping you establish a motivating culture of recognition in your organization.

Key Sections in the Guide

- **Defining Service Recognition and Its Benefits:**
Understand the importance and impact of recognizing employee service milestones.
- **Brief History of Service Recognition:**
Learn how service recognition has evolved over time.
- **How to Get Your Program Started:**
Step-by-step instructions to launch a new program or update an existing Service Recognition program.
- **Latest Trends in Service Recognition:**
Stay updated with the current trends to keep your program relevant and engaging.
- **Categories of Service Recognition:**
Explore different types of service awards to include in your program.
- **Budgeting for Service Recognition:**
Practical tips for defining and managing your service recognition award budget.
- **Formal Recognition Ideas:**
Creative ideas for making your service award ceremonies memorable and impactful.

By following the best practices outlined in this guide, you'll be able to create a robust Service Recognition program that not only celebrates your employees' milestones but also enhances their engagement and loyalty to your company.

Start building a culture of recognition today and see the positive impact it can have on your organization.

Understanding Employee Service Awards

Employee Service Awards are a meaningful way to recognize employees who have reached significant employment milestones, often referred to as service anniversaries. These awards typically include a thoughtful gift accompanied by a letter or certificate that expresses gratitude for the employee's loyalty and dedication over the years.

Known by various names - including milestone awards, service awards, service anniversary awards, tenure awards, years-of-service, and retirement awards - **Service Recognition Awards** are integral to fostering a culture of appreciation within your organization.

The Importance of Employee Service Recognition Programs



An Employee Service Award Program is a crucial part of any comprehensive employee engagement strategy.

By acknowledging service milestones, management can effectively show their appreciation for employees' years of service and significant contributions.

Many organizations align this type of recognition with their core values, highlighting a commitment to respecting and valuing employees.

Linking Employee Recognition to Your Organizational Values

Linking each of your employee recognition programs with your organization's core values is crucial for reinforcing the appreciation you have for your team. This strategic alignment not only deepens employees' connection to the company's objectives but also bolsters their motivation.

By consistently reflecting your values in every recognition initiative, you enhance employee loyalty and commitment, demonstrating that their contributions are recognized, appreciated, and aligned with the broader goals of the organization.

Maximizing the Impact of Service Recognition

Recognizing an employee's service milestone offers a prime opportunity to express thanks through a public, formal awards ceremony. For maximum impact, involve the employee's direct manager in the presentation of the **Gift-of-Choice Awards Catalog Package**.

Personal remarks from the manager during the ceremony can significantly demonstrate the company's appreciation for loyal service and the substantial contributions of each individual.

In today's flexible work environment, it's important to adapt all recognition practices to accommodate remote or hybrid teams as well. If in-person ceremonies are not feasible, consider mailing personalized Service award catalog packages directly to the employee's home, or delivering your recognition through a well-crafted email.

These methods can also create a heartfelt, celebratory experience, regardless of physical location. Each of these approaches ensures that every employee feels valued and recognized for their dedication and achievements, reinforcing their importance to the organization no matter where they work.

Early-Service and Retirement Recognition

As Human Resources or recognition committee plans your new Service Recognition Program, or is refreshing an existing program, consider incorporating early-service recognitions, such as 1-Year and 3-Year milestones, and at the completion of the onboarding process, as well as special acknowledgments for retirement.

Each Service Recognition Award should increase in value with the length of service, or the milestone anniversary being celebrated, emphasizing the importance of tenure within your company. Easily control your budget by selecting from the wide range of Tier-Level based [employee gift catalog packages](#) from Select-Your-Gift.

Benefits of Service Milestone Recognition

Service milestones hold great significance for employees; many know exactly how long they've been with a company, down to the day. Recognizing these anniversaries improves morale, engagement, productivity, loyalty, and retention.

Incorporating a comprehensive service milestone recognition program is essential for fostering a motivated, engaged, and loyal workforce. This recognition demonstrates your appreciation for employees' dedication and contributions. They play a crucial role in building a positive company culture and ensuring long-term organizational success.

Benefits Include:

- **Enhanced Employee Engagement:** Recognizing service milestones enhances employee engagement. Employees who feel valued and appreciated are more likely to be engaged and motivated. This engagement translates into increased productivity and a positive work environment.
- **Improved Retention Rates:** Service recognition programs contribute to lower turnover rates. Companies with structured service recognition programs often see reduced voluntary turnover rates compared to those without such programs. This highlights the essential role of recognition in retaining top talent.
- **Boosted Morale and Team Spirit:** Service awards help create a sense of belonging and team spirit. When employees see their colleagues being recognized at their service anniversaries and for their significant contributions, it reinforces a culture of appreciation and mutual respect.
- **Strengthened Employer-Employee Relationship:** Formal recognition ceremonies, when practical, can significantly enhance the value of the recognition. These presentations can strengthen the bond between the employer and employees, further promoting a culture of loyalty and trust.
- **Positive Impact on Company Culture:** Incorporating service awards into your company's culture of recognition reinforces the importance of employee contributions to the organization's success. It aligns with the company's values and creates a workplace where trust and pride flourish.

History of Recognizing Employee Service

The significance of employee service recognition can be traced back to the early days of workplace acknowledgment in America. Learning about its origins and evolution helps appreciate its current importance.

The Industrial Revolution: The Birth of Employee Recognition

During the Industrial Revolution, workplace dynamics underwent significant changes. Initially, many employers believed that monetary compensation and job security were sufficient motivators.

Forward-thinking companies began experimenting with higher wages and other incentives to boost productivity and loyalty. Researchers eventually discovered that positive reinforcement through acknowledgment and rewards had a profound impact on employee behavior, leading to the formalization of employee recognition programs.

Early Stage of Service Milestones: Limited But Impactful

In the early stages, recognition was limited to long-term milestones, typically acknowledging employees after 25 years of service or upon retirement. This rudimentary approach reflected an early understanding of the motivational power of recognition. Over time, the scope of recognition programs expanded dramatically. Today, service anniversaries are celebrated at many career milestones, not just at the quarter-century mark or retirement.

Historical Examples of the use of Recognition



The practice of recognizing employees for their service can be traced back over 2,600 years to Cyrus the Great, who motivated his workers with personal acknowledgments such as a pat on the shoulder, a refreshing beverage, and a coin bearing his likeness.

This early example demonstrates the lasting value of personal recognition in inspiring and motivating employees.

Celebrating Service - Benefits the employee and the company!



During the Industrial Revolution, celebrating an employee's 25-year service milestone was not only a personal achievement for the employee, but also a testament to the company's stability and desirability as a workplace.

This tradition helped shape the company's reputation, making it more attractive to potential hires. Retaining employees for long periods was essential, particularly in manufacturing sectors where training new workers required significant investment.

Service and retirement awards acknowledged the dedication of long-term employees, encouraging them to remain with the company.

Modern Recognition: More Frequent and Diverse

Today, the approach to employee recognition has evolved significantly. Companies now celebrate various service milestones, starting as early as one year. This shift reflects the changing demographics and expectations of the modern workforce. Recognizing employees at different stages of their careers, from onboarding to retirement, helps create a culture of appreciation and loyalty.

Conclusion: The Lasting Impact of Service Recognition

The history of employee service recognition shows that while the methods and frequency of acknowledgment have evolved, the core principle remains the same: recognizing employees for their service and contributions fosters loyalty, boosts morale, and enhances overall company performance.

By understanding and appreciating the history of employee recognition, organizations can implement more effective and meaningful service award programs today.

Service Recognition is a Powerful Tool

Recognizing employees' service and achievements is a powerful tool for enhancing morale and demonstrating genuine appreciation. Effective recognition programs celebrate loyal service and significant contributions, nurturing a sense of belonging and loyalty.

The Profound Benefits of Employee Service Recognition: A well-crafted employee service recognition program nurtures a sense of belonging and loyalty, reinforces team spirit, and builds confidence in your leadership. Aligning all recognition with your company values fosters a workplace where trust and pride flourish, significantly impacting productivity, retention, and overall corporate success.

Impact on Employee Retention

Survey data underscores the value of recognizing employee service. Research by the Society for Human Resource Management (SHRM) indicates that companies with structured service recognition programs experience up to 31% lower voluntary turnover rates compared to those without such initiatives. This highlights the critical role of recognition in employee retention strategies.

Enhancing Employee Morale and Engagement

Service award programs allow management to recognize and celebrate the experience, knowledge, and contributions of their employees. Formal award presentations, especially when conducted in the presence of peers, significantly enhance the recognition's value. Recognizing service milestones makes employees feel appreciated and valued, bolstering their sense of belonging.

The Fundamental Need for Recognition

Employees crave recognition. The need for acknowledgment is a fundamental human desire. Whether from family, friends, educators, or employers, we all seek appreciation. This sentiment is echoed in the workplace, where feeling valued is often more crucial than other benefits.

According to a study by Randstad, more than 75% of employees state that feeling appreciated is one of the most significant aspects of their job satisfaction. Recognizing employees for their service and achievements is not just nice-to-have; it's essential for organizational success and employee well-being.

Evolving Trends in Service Awards and Recognition



Service recognition programs are now among the most popular and widely utilized forms of employee recognition.

The evolution of service milestones and awards reflects the changing needs of the workforce. The following describe some key trends.

Trend Change: Type of Awards Given

The type of gifts for length of service recognition has significantly evolved. In the past, employees were commonly given pre-selected items such as gold watches at a significant milestone or upon retirement. Over time, service awards included management-selected gifts like plaques, pins, or mantel clocks.

Today, the most common awards are gifts of choice, allowing employees to select their own gifts from a catalog or online platform, ensuring they receive something they will use and appreciate..

Trend Change: Service Award Frequency

Initially, service recognition was typically provided only after 25 years of service or at retirement.

Today, it is standard practice to recognize employee milestones starting at the 5th service anniversary and at every five-year increment thereafter, with enhanced recognition at retirement.

Trend Change: Adding Earlier Service Recognition

Standard service milestones, traditionally starting at five years, worked well until the emergence of the Generation Y (Millennials) workforce. Millennials, born between 1981 and 1996, are known for their tendency to stay at a company for shorter periods, averaging less than five years, according to the US Department of Labor. As standard recognition typically starts at five years, many Millennials were not being acknowledged, increasing the risk of turnover.

To address this challenge, more companies now offer awards more frequently, adding early service recognition at 1, 2, and 3-year milestones. Recognizing employees earlier in their tenure not only helps to reduce turnover but also fosters a culture of appreciation and engagement from the start. According to a recent SHRM survey, 28% of companies now celebrate first-year service anniversaries, highlighting this significant shift in recognition practices.

Implementing early service recognition demonstrates an organization's commitment to valuing its employees' contributions from the onset of their careers. This proactive approach helps in retaining talented employees, enhancing morale, and ultimately contributing to a positive workplace culture.

Why Trend Changes in Service Recognition Matter



Understanding and adapting to these Service Recognition trends is crucial for modern companies. By offering more frequent recognition of service, businesses can meet the expectations of today's diverse workforce. This approach not only helps in retaining talent but also in building a motivated and engaged team.

These evolving practices ensure that all employees, regardless of tenure, feel valued and appreciated.

As the workforce of today continues to change, so too must the strategies for employee recognition.

Service Milestones to Include in Your Program

Incorporate the following types of Service Milestones to create a comprehensive and engaging recognition program



1. Early Service Recognition:

- **Onboarding Recognition:** Acknowledges the successful completion of a new hire's onboarding process. This initial recognition helps to foster a sense of belonging and commitment from the start.
- **1, 2, and 3-Year Anniversaries:** Celebrate these early milestones of your newer employees. These corporate service awards help reinforce a culture of appreciation and motivate employees to continue their journey with your company.

2. Standard Service Milestone Awards:

- **5-Year Intervals:** Traditionally, service recognition starts at the 5-year mark and continues in 5-year increments. These corporate employee service awards celebrate ongoing loyalty and contributions.

3. Quarter Century Recognition:

- **25-Year Milestone:** Honor employees who reach the significant 25-year milestone with a special event and a unique corporate service award gift. This quarter-century recognition showcases deep appreciation for long-term dedication and commitment.

4. Retirement Recognition:

- **Celebrating Retirement:** Retirement marks a major transition for both the employee and the company. Make this moment memorable with significant retirement awards and events that celebrate the employee's career and contributions.

Embracing Earlier Service Recognition



What is Earlier Service Recognition

In today's dynamic workforce, recognizing earlier service milestones has become increasingly important. Early Service Recognition acknowledges milestones occurring before their five-year anniversary, catering to the evolving demographics and expectations of employees.



The Shift Toward Earlier Recognition

Demographic shifts and evolving job tenure patterns indicate a trend where few expect to stay in a single role for more than three years. Due to this trend, early service recognition is not just a nice-to-have but a strategic necessity and is now a critical component of a comprehensive Employee Service Award Program.

Should Your Organization Recognize Earlier Milestones?

Determine whether you should include earlier milestone recognition in your program by gathering and analyzing data on employee tenure at your company. By calculating the average tenure, you can identify the critical milestones that should be celebrated to maximize employee retention and satisfaction. Recognizing these early milestones not only demonstrates your commitment to valuing employees' contributions from the start but also helps to create a positive and motivating workplace culture.

Recognition When Onboarding New Hires



Celebrating the completion of the onboarding process with a reward lets employees know they are valued right from the start. Even low-cost awards can make a significant impact, demonstrating appreciation and reinforcing their value to the company.

Traditional 5-Year Milestone Recognition



Recognizing 5-Year Service Milestones has long been a cornerstone of service award programs. These “standard” or “traditional” milestones start at the fifth year of service and continue in 5-year increments thereafter.

This form of recognition has been fundamental in acknowledging the long-term dedication and contributions of employees.

Service Awards for 25 Years / Quarter Century

Recognizing 25 years of service is a significant milestone in a person’s career and deserves special attention. Companies often celebrate this important milestone with unique events and awards to honor the dedication and loyalty of long-term employees.



Making 25-Year Recognition Special

To ensure this milestone is memorable, integrate a special event into your service recognition program. This could include a luncheon with senior management, a framed "Quarter Century of Service" certificate presented in a formal box, and a higher-value award.

The recognition award for 25 years of service may have the same incrementally increased value as with regular service milestone awards, or you may choose to give a higher value. Most important is to include **additional** recognition and celebration!

Consider these Exclusive 25-Year Recognition Ideas:

- **Quarter Century Club:** Establish a club for employees who reach this milestone, offering exclusive membership and benefits.
- **Special Events:** Invite Quarter Century employees to an annual event with senior management or provide periodic special mailings to acknowledge their commitment.
- **Enhanced Awards:** Consider increasing the value of the award for this milestone to show extra appreciation.

Retirement Recognition Gifts

Retirement is a significant milestone in an employee's career, marking the culmination of years of dedication and service. Recognizing this achievement with meaningful gifts and celebrations not only honors the retiree but also reinforces the values of loyalty and commitment within your organization.



Make Employee Retirement Recognition memorable:

- **Celebrate and Reflect:** Host a retirement event where colleagues can honor the retiree's achievements and significant contributions. Take the opportunity to reflect on their relationships and the impact they made within your organization.
- **Express Appreciation:** Show your sincere gratitude with a special Thank You gift of their choice. This thoughtful gesture conveys respect and appreciation for the retiree's years of dedicated service. Your gift will serve as a lasting reminder of their career.
- **Retirement Celebration Luncheon:** If feasible, organize a luncheon in the retiree's honor, attended by peers and senior management. This celebration not only honors the retiree but also demonstrates the value placed on employee contributions and dedicated service.

Enhancing Retirement Recognition Awards

Select-Your-Gift offers Enhanced Service Award Presentations, with **Gift-of-Choice Award Packets**. We make it easy to create the perfect retirement recognition award package, regardless of your budget.



What to Spend for Employee Service Awards

Before determining the amount to spend on each of your milestones, you should decide which of the following milestones you will include:

- **On-Boarding New Hires**
- **Earlier Service Recognition** (before 5 years, typically 1, 2 and 3 years)
- **Standard Service Milestones** (starting at 5 years)
- **Quarter Century Recognition** (with a special event and gift at 25 Years)
- **Retirement Recognition** (special recognition for this major milestone)

Amount to Spend for Each Service Milestone

The amount to spend for each milestone will be based on which tier-level Gift-of-Choice Award Package you assign to each of your included milestones.

For this step, obtain the price list for all tier-levels. ([click here for the Order-form PDF](#)) Use this price list for the following:



- Assign one of the tier-level award packages to each of your included service milestones, beginning at On-Boarding, 1-3 Years, and on through retirement.
- The typical company spend in 2024, ranges from \$25-35 per year of service. This means a 5-year award would typically range from \$120 to \$180, based on our tier-package levels. Make the amount you spend for each service anniversary award as consistent and fair as possible, while being appropriate for your demographics and budget.
- Your award assignments may result in a slightly higher or lower cost per year of service than your ideal amount per year. Calculated: Award-Level-Cost divided by the Milestone-year; for example: \$120 level for a 5-year award = \$24 per year.
- **Earlier Milestones:** For On-Boarding, 1, 2 and 3-years, use lower cost tier levels.
- **For 25-Years and Retirement, consider the cost of any Special Recognition:** In addition to the tier-level award packages assigned to these milestones, consider any special events to help celebrate this important stage in the employee's career.

Strategy for Recently Missed Service Milestones

The Importance of Addressing Missed Service Milestones

Introducing a new Service Awards Program in your organization comes with unique challenges, particularly in how you handle service anniversaries that have been missed before the program's initiation.

Recognizing recently missed milestones is crucial for maintaining fairness and boosting employee morale. Failing to acknowledge these milestones can lead to feelings of undervaluation among employees, undermining the effectiveness of your new program.

All service anniversaries represent significant career achievements for employees. Ignoring these recently missed milestones can negatively affect employee engagement and loyalty. Having a strategy that recognizes these milestones ensures all employees feel appreciated and valued, which is essential for maintaining a positive and motivated workforce.

Proposed Solution for Catch-Up Service Awards

To maintain fairness and positivity as you launch your new program, consider implementing a catch-up policy for recently missed service milestones:

- **Catch-Up Awards:** Identify employees who have passed a significant service milestone shortly before the program's start and provide them with a catch-up award. This gesture shows that the organization values their long-standing service, regardless of timing.
- **Exclusion Policy:** To manage expectations and budget, exclude any employees who are due to reach a new milestone within the first year of the program. This helps maintain focus while still honoring recent achievements.
- **Presentation Matters:** Organize a special ceremony where these catch-up awards are presented alongside regular awards. Having management personally acknowledge these milestones reinforces their importance and integrates them into the overall culture of recognition.
- **Budget Considerations:** Be mindful of the additional one-time expenses for these catch-up awards. Incorporate these costs into your first-year budget for the Service Award Program to avoid financial surprises.

Budgeting Employee Service Award Programs

An Effective Budget for Your new Service Program is Essential



One of the crucial initial steps in defining your new Employee Service Recognition Program is estimating the budget requirements for both the first and second years. A well-planned budget not only helps in outlining the scope of your program but also plays a pivotal role in gaining management approval.

Before setting your budget, first determine which service milestones, or service anniversaries your program will include and the tier-level of the recognition packages for each anniversary. (Refer to the previous section for guidance on defining **Service Milestone Categories**.)

First-Year Service Recognition Budget Calculation

Step 1: Identify Milestone Categories

Start by listing all the service milestone categories you plan to include, as defined above.

Step 2: Assign Award Levels

List the assigned tier-level award packages for each milestone.

Step 3: Determine if you will be including any Catchup Recognition

See the preceding section for details.

Step 4: Calculate First-Year Costs

With data from Human Resources, calculate the first-year's budget by multiplying the number of employees reaching each of your milestones during your first year, by the cost of each assigned award package. Then, optionally, include any catch-up awards for recently missed milestones.

Step 5: Evaluate and Adjust

During the budgeting phase, re-evaluate all elements of your plan. Adjust the assigned award package levels as needed to align with your budget constraints.

Projecting Future Year Budgets

Step 1: Estimate Second-Year Costs

Project the budget needs for the second year based on the number of employees who will reach milestones during the following year. This projection will provide a clearer picture of the ongoing costs of the program.

Step 2: Plan for Subsequent Years

Use the second-year budget estimate as a baseline for future years. This estimate will help you anticipate the typical annual budget needed to sustain your Employee Service Recognition Program.

Key Budget Considerations

Approval Process: Present a detailed budget to management, highlighting the benefits of the program and the importance of recognizing employee service.

Setting a realistic and well-structured budget is fundamental to the success of your Employee Service Recognition Program. By carefully planning and adjusting your budget, you can ensure that your program is both effective and sustainable, ultimately contributing to higher employee satisfaction and retention.

Service Award Presentation Tips



Presenting service recognition is a key moment in your employee service award program.

It not only honors employees' service and achievements but also reinforces a culture of appreciation and loyalty. A well-executed presentation boosts morale, enhances engagement, and strengthens the bond between the company and its workforce.

Whether recognizing five or 25 years of service, the way you present the award leaves a lasting impression and inspires others. These best practices ensure your service milestone awards have the greatest impact.

Presenting Service Awards - Options

Formal Presentations and Remote Workers: In today's workforce, where remote work is increasingly common, the formal presentation of Service Awards is still important, but not always possible. However, recognizing and awarding individuals on, or near their service anniversary dates is essential to show timely appreciation.

Solution: When practical, use occasions where the team gathers for events to review recent service milestones. This allows for public acknowledgment of employees' service and achievements, reinforcing their value and strengthening the bond between the company and its workforce.

Add a Personal Touch to the Recognition: Have the employee's direct manager or a senior leader present or send the service award. When sending the award, or during your award presentation, provide comments about the employee's achievements and contributions to show how much the organization appreciates and values them.

Provide Meaningful Awards: Ensure that each service award is meaningful to the employee. The best award is one that the employee can choose for themselves from a selection the company provides.

Communicate the Significance of Service Recognition: To the entire staff, clearly communicate the significance of employee service milestones and the reasons for the recognition. This helps to emphasize the importance of long-term commitment and loyalty to the organization, and it sets a standard for other employees to aspire to.

Gift-of-Choice Awards for Service Recognition



Years of Service Recognition Program using Reward Catalogs - Empower Employees with the Gift of Choice!

One of the critical decisions when defining a Service Award Program is determining the types of awards to give employees in recognition of their years of service, dedication, and significant achievements. To maximize effectiveness, many organizations align these awards with their core values.

This decision is crucial to the program's success and its potential to enhance employee engagement.

To create a meaningful impact and ensure a positive employee experience, consider allowing employees to choose their own service recognition award. As part of the formal recognition, present employees with a gift catalog, and a link to an online catalog, enabling them to select a gift they will truly appreciate.

Studies show that employees highly value this type of recognition and are grateful for the opportunity to choose their own work anniversary gift. These tier-level based catalog collections are offered at different price levels to fit each of your service milestones while adhering to the budget of your recognition program.

Gift of Choice Service Award Packages include many customization options, with No minimum order, and No contracts to sign. Order as many as needed, when they're needed!

Select-Your-Gift provides prompt fulfillment and shipment of the selected gifts, with 100% employee satisfaction guaranteed.

Tailor-Made Recognition Awards

Tailor Your Service Recognition Awards with these popular options:

- **Service Award Package level choices:** With many available tier-level award packages, you can control your budget by selecting a tier-level gift collection for each of your service milestones, making them perfect for on-boarding gifts, 1, 2 and 3-years, traditional 5-year increments, and retirement gifts. **(see all levels)**
- **Awards Catalog Covers:** Use our standard Service Award cover, or select another **(see all choices)**
- **Award Certificate Stationery:** use our standard Years of Service stationery, or **see available options.**
- **Certificate Printing:** Choose a printing option for your personalized employee award certificates: you can print them, or we can print for you - with your logo, message and each employees' name. Many stationery options are available.
- **Award Package Closing Seals:** Select the anniversary milestone (5, 10, etc) for each package closing seal. Included Service Award closing seals are gold stamped.
- **Award Packet Delivery:** We normally ship all employee award packets to you for distribution. If needed, we offer a service to optionally mail individual award packets to your employees' homes, using your provided excel files of names / addresses. If a completely virtual solution is preferred, you can Email your Service Awards to employees **(see Emailed Solution details)**
- **Award Presentation Enhancement options:** Certificate holders, framed certificates and presentation boxes.



- **Optional customized award redemption site:** With your company's logo and message that employees will see when they redeem their award.

Getting Started - Service Award Programs



Are you ready to enhance your company's culture and recognize your employees' dedication and achievements?

Employee Service Award programs can boost morale, increase engagement, and retain top talent. **At Select-Your-Gift, we make it easy** to implement a successful service recognition program tailored to your organization's unique needs.

Why Choose Select-Your-Gift for Your Service Awards Program?

- **Tailored Solutions:** We understand that every company is different. Our flexible and customizable award solutions ensure that your service recognition program fits perfectly with your company culture and goals. **(Service Award Program Options)**
- **Wide Range of Awards:** From **tier-level gift-of-choice award packages** to **points-based** engagement platforms, we offer a variety of programs and award options that are sure to delight your employees and make them feel valued.
- **Expert Guidance:** With years of experience in employee recognition, our team of experts will guide you through every step of setting up your service awards program, from planning to implementation.

Contact Select-Your-Gift Today

Contact us to learn more about how we can help you launch a successful Employee Service Awards program. Our team is ready to assist you in creating a program that will make a lasting impact on your employees and your organization.



Call today at 630-954-1287, or use the form at

www.select-your-gift.com/service-awards

and we will send a sample of an actual Service Award Presentation Packet that's given to employees. We'll also send samples of the stationery and seals used, along with a sample level-based gift-of-choice awards catalog.

We make Service Awards EASY!