

Template – Ways to motivate and reward your employees

Work out the things that motivate your employees and decide how to incorporate these into your business.

For your star performers you might consider making a note of possible motivators in their personal file to help when you do their performance appraisal.

Here is a template to help you to identify some things that might motivate your employees, and to work out ways to include these things in your business to keep these people happy.

Motives: what makes them tick	What this might look like in the workplace	Who is like this within your business?	What you can do to motivate employees
Achievement, meaningful work and the work itself Promotion/self development	Turns up for work early and stays late. Really gets into projects and/or apparently enjoys their work Goes above and beyond what is required to do the job. Seeks recognition of performance and contribution and asks for feedback. Likes learning new things. Enjoys training. Looks for promotional opportunities.		Allow them to continue to do the work they enjoy. Often when people are promoted they find that it's not as enjoyable as their old job, so they leave. Do not assume that all staff are looking for promotional opportunities. Find out what it is they like about their job and give them more of it. Set up regular feedback sessions or a more formal employee recognition scheme. Offer training opportunities either on or off the job. Allow them to learn other roles within the organisation. Groom them for promotion where possible.
Power/responsibility	Likes being in charge and is good at it. Takes on extra jobs. Likes working on projects. Likes to have their input heard and acted upon. Has an opinion and likes to share it.		Give them projects to manage in addition to their own work. Reward them for achieving productivity gains. Allow them to manage a small team of co-workers. Ask for their input on projects where they can make a visible contribution.
Affiliation/peer approval	Wants to work in a team. Likes social interaction during work. Likes getting a pat on the back from co-workers and managers. Enjoys being popular at work. Avoids conflict and may be too accommodating at times.		Create opportunities for teamwork. Encourage a social element in the workplace. Introduce and support team awards for achievement. Give open feedback that is supported by their peers (such as employee of the month awards). Protect from negative conflict where possible and ensure they are not taken advantage of.

Template – Job performance appraisal continued

GENERAL COMMENTS ABOUT THE EMPLOYEE'S PERFORMANCE

Jane is well-presented, popular with other staff members and liked by customers. She tends to become flustered when using the cash register and, as a result, her cash drawer is often difficult to reconcile.

ACTION PLAN - GOALS FOR NEXT REVIEW PERIOD

Goal	Action required	Date for completion
Complete forklift operator's course	Complete practical exam	November 2008
Improve cash handling skills so that cash drawer can be reconciled at least 80 per cent of the time	Work with the payroll department for one week.	Improvement expected within one month of this review

ADDITIONAL INFORMATION ABOUT THE ACTION PLAN OR GOALS FOR NEXT REVIEW PERIOD

ACKNOWLEDGEMENT OF PERFORMING APPRAISAL

Reviewer's signature

Employee's signature

Signatures indicate that everyone who participated in this review agreed that information and comments written here were true and correct.