



Mav Up

Effective Recognitions

How to Write Effective Recognitions

- Write **2-3 short paragraphs**, a minimum of 100 characters and a maximum of 1000 characters.
- Address the recognition to one employee or **up to ten employees**.
- Refer to **UTA Shared Values** (Collaboration, Engagement, Excellence, Innovation, Integrity).
- **Be timely**. Send the recognition right away to have the greatest impact.
- **Identify achievement**. Focus on the specific achievement, effort, and/or character with impact.
- **Align UTA Shared Values**. Connect and describe the recognition to reinforce UTA Shared Values.
- **Personalize the message**. Add specific details, work examples, praise, unique skills, etc.
- **Use a motivational tone**. Use enthusiastic, uplifting language for positive reinforcement.
- **Express gratitude**. Conclude with genuine gratitude and encouragement—a form of thanks!

Practice Writing Effective Recognitions

To _____ From _____

Shared Values _____

Description

Examples of Effective Recognitions

"A huge shoutout, Betty, for your incredible collaboration on building community! You were able to quickly bring Health Services and Apartment and Residence Life together to ensure all Residents were able to learn about resources available during the upcoming allergy season. The original app and online checklist proved to be extremely helpful. Your forward thinking and teamwork made a lasting impact – thank you!"

★ Shared Values: Collaboration and Innovation

"Thank you for all your efforts this summer in making UTA and TCE a wonderful place to work. As highlighted in Dr. Cowley's annual State address, TCE's collective team efforts continue to provide excellent employee support and innovative programming. Your work and commitment make a real difference in fostering a thriving Maverick community that we can all be proud of—that includes TCE's standout Fight Song sing along performance! I can't wait to see how we celebrate and appreciate each other's achievement with the new Mav Up MVP Employee Recognition program!" "An enthusiastic 'High Five' to the entire team."

★ Shared Values: Excellence and Engagement

"I deeply appreciate having you as part of our team in the English department. It has been a pleasure to watch you consistently champion open, transparent communication and foster meaningful cross-campus partnerships. Your innovative proposal to explore out-of-classroom experiences to support students struggling in English Composition was especially impactful. It inspired all of us to rethink how we leverage existing campus resources in more creative and student-centered ways. Thank you for being such a forward-thinking and collaborative member of our team!"

★ Shared Value: Collaboration

"Thank you for your commitment to the UTA Engagement Council's engagement strategy and Mav UP MVP recognition program this year! Your insights representing the faculty's perspectives have truly been valuable in consideration of a positive and motivating recognition experience. I especially incorporated the relevant language, video component, and integration to existing newsletters. I appreciate your trusted partnership!"

★ Shared Values: Collaboration and Engagement

"Ben, I noticed this past month, that you have joined various IT and HR industry related webinars on AI and its impact on business leadership. I applaud your vulnerability and commitment to continuous learning especially the merging human-centered design topic. Thank you for setting a strong example and presenting your ongoing findings to the team!" The team really enjoyed the discussion on AI- balancing digital ability with people skills! Can't wait to see what AI researched topic you plan for next! Great Job!"

★ Shared Values: Collaboration and Integrity



Office of Talent, Culture,
and Engagement