

# Memo

**To:** All staff

**From:** Management

**Date:** 02/12/2021

**Re:** Staff Recognition

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Dear Staff,

**We will begin recognizing our hardworking staff for their work performance in a new way this year. Excellent performance will be rewarded with gift cards. Work performance will be evaluated based on the following criteria:**

- Providing good customer service
- Working diligently under pressure
- Showing initiative to help out in all areas of the clinic
- Going above and beyond to ensure front and back office runs promptly and smoothly
- Always having a smile and a great attitude during stressful times and for others
- Very reliable and on time for the start of each workday

**Again, we want to thank you and recognize all of your hard work to make our work environment more enjoyable despite the stressful circumstances we are all facing.**