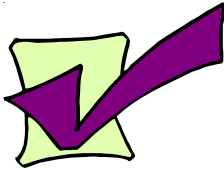


# Suggestion System Checklist



Empowered employees who actively submit suggestions help their companies generate cost savings, improve productivity, and increase efficiencies when a program is properly implemented. Here are guidelines for setting up a successful employee suggestion system:

- Establish a location to submit suggestions (i.e. lunch/break room) and provide forms.
- Provide guidelines for different types of suggestions (cost savings, process changes, etc.).
- Establish procedures for reviewing the suggestions.
- Respond to each suggestion in a respectful and timely manner.
- Encourage those with general complaints to address them to the human resource department.
- Establish a reward system (i.e. percentage of cost savings) for adopted suggestions.
- Communicate the company's willingness to seek out and accept suggestions.
- Provide recognition (in addition to rewards) for adopted suggestions.

Excerpted from SHRM:

[http://www.shrm.org/hrtools/forms\\_published/CMS\\_002064.asp](http://www.shrm.org/hrtools/forms_published/CMS_002064.asp)

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