

Manage the Employee Recognition Public Tab

The Public Employee Recognition feature is one of four sub-features of the Employee Recognition feature. To manage Public recognitions, the **Public Employee Recognition** and **Employee Recognition Deletion** features must be enabled.



Navigation:

- Use the **Page Down** key to proceed through the quick steps.
- Use the **Page Up** key to return to a prior slide.

- Dashboard
- MY EMPLOYEES
- RECRUITING
- PERFORMANCE
- LEARNING
- SUCCESSION
- COMPENSATION
- CAREER CENTER
- REPORTS
- CUSTOM MENU

Employees Search...

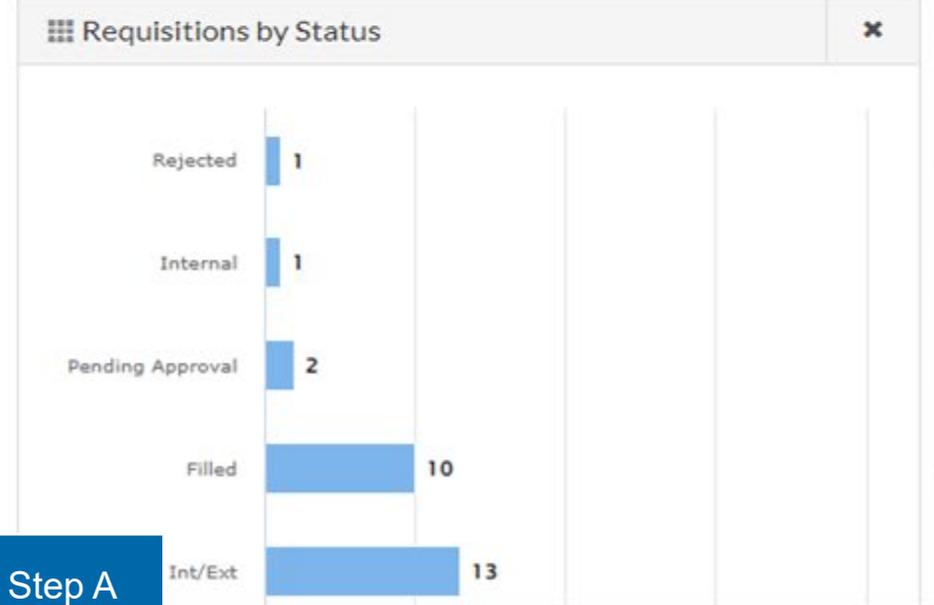
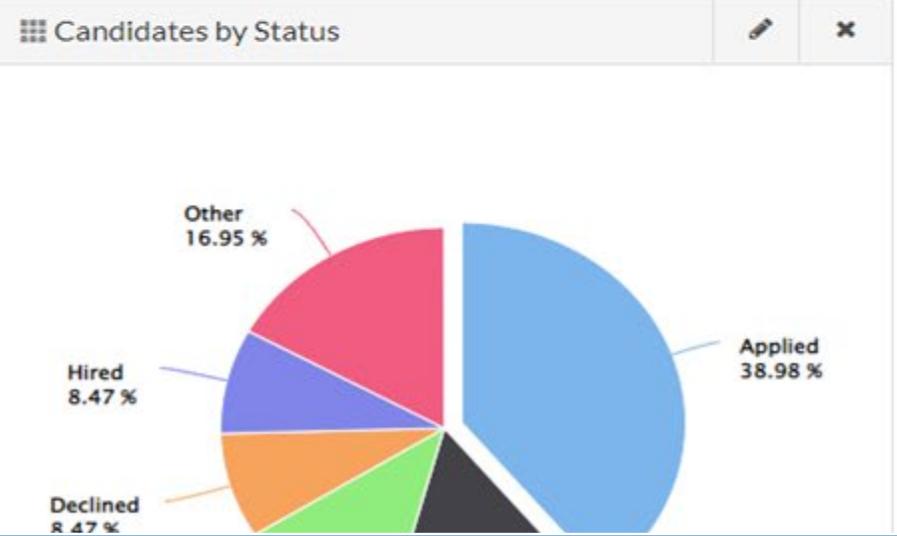
Click the **Administration** icon.

Main Dashboard

Alerts

- [New Tuition Assistance Requests \(3\)](#)
- [Score this Appraisal - Appraisal \(Project Appraisal\) Justin Zinn](#)

Show All



1. Enable the Employee Recognition Page and Employee Recognition Deletion Feature > Step A

Welcome Page

Task Management

Document Library

Bundles

Recipients

Cross-Posting

Accounts

Authorization Requests

Site Selection

Manage Referral Awards

Approve Award Plans

Manage Award Plans by Requisition

Résumés

Résumé Deletions

Benefits

Benefit Packages

Benefits

Succession Planning

Manage Succession Plans

Configure 9 Box

Global Settings

System Administration

Custom Menus

Drop-down and Multi-Select Lists

Dynamic Forms

FAQs

Features

Groups

Languages

Notification Events

Page Options

System Settings

License File

Your Organization

Approval Chains

Competencies

Documents

Job Families

Job Profiles

Job Groups

Locations

Organizational Structure

Scales

Skills

Users

View Off-Boarded Users

Performance

Appraisals

360s

Appraisal Administration

360s Administration

Workflows

360 Workflows

Continuous Feedback

Goals

Session Meeting Reasons

Goals

Employee Recognition

Employee Recognition Badges

Learning

Courses & Classes

Classes

Class Evaluations

Courses

Logistics

Buildings

Equipment

Rooms

Support Tools

Integrations Setup

B

Click Features.



Employees Search...



Administration / Global Settings / System Administration / Features

Features

Groups

SELECT A GROUP *
-- Select --

C

Select the group you want to manage the Public tab. For example, **Administrator**.

Employee Recognition 

Enables Employee Recognition features for employees

Enable All

Disable All

D

Under the **Performance** section, expand **Employee Recognition** and check the boxes for **Employee Recognition Deletion** and **Employee Recognition Page**.

Employee Recognition Badges

Enables administrators to create/administer recognition badges

Employee Recognition Deletion

Enables option to allow user to delete private or public recognition in the Public Recognition tab.

Employee Recognition Page 

Enables Employee Recognition page to be accessed by the allowed user group.

Enable All

Disable All

Public Employee Recognition 

Enables viewing and usage of the public recognition board.

Employee Views Other Appraiser Line Scores

This feature allows the employee of the appraisal to view what each appraiser rated each competency on the appraisal.

Events 

This feature grants users access to the Events page where you can Close All Appraisals and manage Scheduling.

Goals 

Enables goals for employees.

Goals 

Enables goals for employees.

Performance Workflow 

This feature allows users to create, edit and manage existing Workflows.

Rating Gap Chart

This feature gives the user access to the Rating Gap Chart via an employee's appraisal.

Require Final Approver 

Automatically uses a special field from the set up wizard as the approver for all appraisals.

View Workflow

This feature allows users to display the details of a Workflow (including weight distribution, appraisers, etc.)

Development

Learning

Demo Site 

CoreHR

E

Click **Update Features**.

Update Features

Cancel

Reset

- Dashboard
- MY EMPLOYEES
- RECRUITING
- PERFORMANCE
- LEARNING
- SUCCESSION
- COMPENSATION
- CAREER CENTER
- REPORTS
- CUSTOM MENU

Employees Search...

A

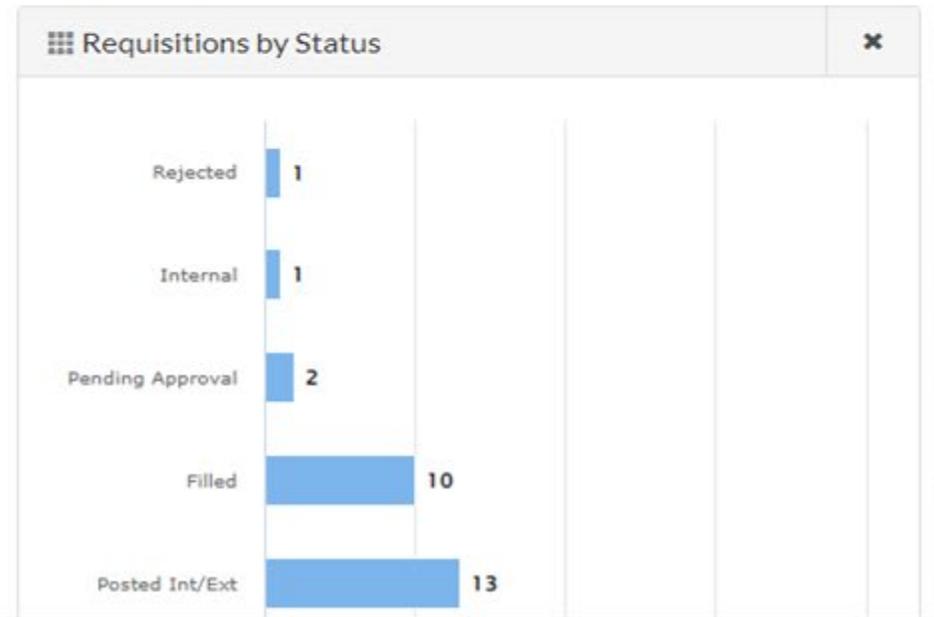
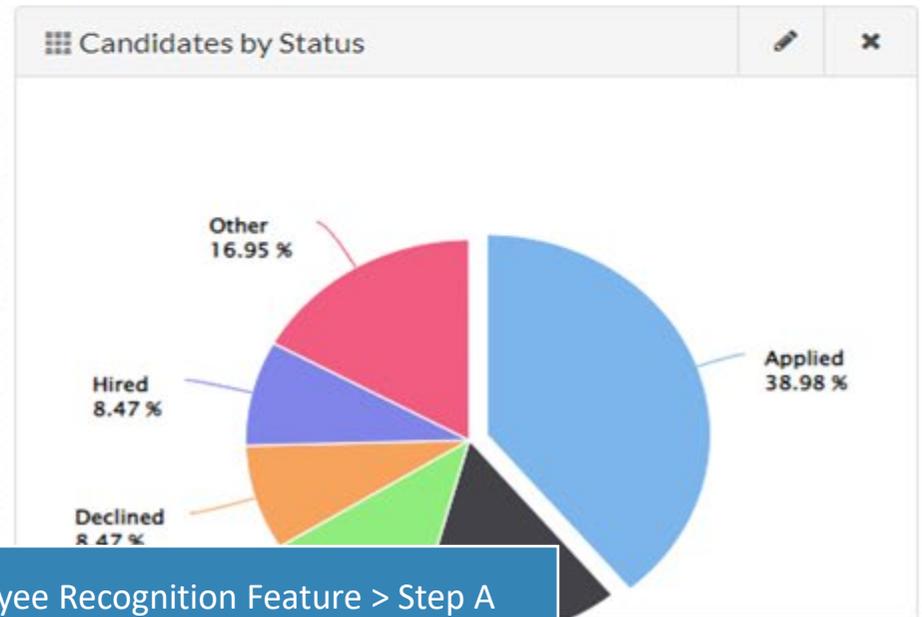
Click the **Administration** icon.

Main Dashboard

Alerts

- [New Tuition Assistance Requests \(3\)](#)
- [Score this Appraisal - Appraisal \(Project Appraisal\) Justin Zinn](#)

[Show All](#)



2. Enable the Global Public Employee Recognition Feature > Step A

Welcome Page

Task Management

Document Library

Bundles

Recipients

Cross-Posting

Accounts

Authorization Requests

Site Selection

Manage Referral Awards

Approve Award Plans

Manage Award Plans by Requisition

Résumés

Résumé Deletions

Benefits

Benefit Packages

Benefits

Succession Planning

Manage Succession Plans

Configure 9 Box

Performance

Appraisals

360s

Appraisal Administration

360s Administration

Workflows

360 Workflows

Continuous Feedback

Goals

Session Meeting Reasons

Goals

Employee Recognition

Employee Recognition Badges

Global Settings

System Administration

Custom Menus

Drop-down and Multi-Select Lists

Dynamic Forms

FAQs

Features

Groups

Languages

Notification Events

Page Options

System Settings

License File

Your Organization

Approval Chains

Competencies

Documents

Job Families

Job Profiles

Organizational Groups

Organizational Units

Organizational Structure

Scales

Skills

Users

View Off-Boarded Users

Support Tools

Integrations Setup

Learning

Courses & Classes

Classes

Class Evaluations

Courses

Logistics

Buildings

Equipment

Rooms





Employees ▾ Search... 



Administration / Global Settings / System Administration / Features

Features

Groups

SELECT A GROUP *
-- Select -- ▾

C Select the **Global** group.

Continuous Feedback 

Enables Continuous Feedback features for employees

Employee Manager

Enables managerial assignment of an appraisal to this user

Employee Recognition 

Enables Employee Recognition features for employees

Employee Recognition Badges 

Enables administrators to create/administer recognition badges.

Employee Recognition Deletion

Enables option to allow user to delete private or public recognition

Employee Recognition Page 

Enables Employee Recognition page to be accessed by the allowed user group.

Public Employee Recognition 

Enables viewing and usage of the public recognition board.

Enable All

Disable All

D

Under the **Performance** section, expand **Employee Recognition » Employee Recognition Page** and check **Public Employee Recognition**.

Recognitions can be marked **Public** or **Private**. If your company has enabled the Public Employee Recognition sub-feature, all recognitions marked **Public** are visible companywide on the Public tab.

All

Performance Workflow 

This feature allows users to create, edit and manage existing Workflows.

Rating Gap Chart

This feature gives the user access to the Rating Gap Chart via an employee's appraisal.

Require Final Approver 

Automatically uses a special field from the set up wizard as the approver for all appraisals.

View Workflow

This feature allows users to display the details of a Workflow (including weight distribution, appraisers, etc.)

Development

Learning

Demo Site 

CoreHR

E

Click **Update Features**.

Update Features

Cancel

Reset

Main Menu

PERFORMANCE

Employee Recognition

Approvals

My Appraisals

My 360s

My Goals

Browse Organization

Continuous Feedback

Performance Employees Search...

Employee Recognition

Badge Management

PUBLIC RECOGNITION MY RECOGNITION GIVE RECOGNITION

A Expand the **Performance** menu and click **Employee Recognition**. The screen opens to the **Public Recognition** tab.

Displaying 1 - 25 of 49 10 25 50 100 per page

• Daiki Mori Director of Human Resources

Training session

Recognized by Dylan McKenzie on 02/08/2021

Your presentation today was awesome. I think you totally nailed it and even though the clients were pretty silent, I could see by the looks on their faces that they were impressed. I'm pretty sure we'll close this deal because of your hard work today. I'm super excited.

• Daiki Mori Director of Human Resources

Awesome presentation

Harter on 02/08/2021

3. Delete a Public or Private Recognition on the Public Tab > Step A

:surprise today when I came in and found out that you'd taken care of running the month end reports

- ← Main Menu
- PERFORMANCE
- Employee Recognition
- Approvals
- My Appraisals
- My 360s
- My Goals
- Browse Organizational Goals
- Continuous Feedback

Performance Employees Search...

Employee Recognition

Badge Management

PUBLIC RECOGNITION MY RECOGNITION GIVE RECOGNITION

Filter

1 2

1 - 25 of 49 10 25 50 100 per page

Administrators are granted permission to delete items on the Public tab to ensure only content that is meant to be visible remains and all else can be quickly removed. Those with access to the **Employee Recognition Deletion** feature can view both Public and Private recognitions on the Public tab. Private recognitions are noted with the private icon.

- Daiki Mori Director of Human Resources

Training session

Recognized by *Dylan McKenzie* on 02/08/2021 

Your presentation today was awesome. I think you totally nailed it and even though the clients were presee by the looks on their faces that they were impressed. I'm pretty sure we'll close this deal because of today. I'm super excited.


- Daiki Mori Director of Human Resources

Awesome presentation

...ter on 02/08/2021 

...prise today when I came in and found out that you'd taken care of running the month end reports



This recognition is private. As an administrator, you can view and delete private recognition.

B Locate the item to delete and click the delete icon .

- ← Main Menu
- PERFORMANCE
- Employee Recognition
- Approvals
- My Appraisals
- My 360s
- My Goals
- Browse Organizational Goals
- Continuous Feedback

Performance Employees Search...

Employee Recognition

Badge Management

PUBLIC RECOGNITION MY RECOGNITION GIVE RECOGNITION

Filter

« < 1 2 > »

g 1 - 25 of 49 10 25 50 100 per page

This concludes the Manage the Employee Recognition Public Tab quick steps.

Training session
Recognized by *Dylan McKenzie* on 02/08/2021

Your presentation today was awesome. I think you totally nailed it and even though the clients were pretty silent, I could see by the looks on their faces that they were impressed. I'm pretty sure we'll close this deal because of your hard work today. I'm super excited.

• **Daiki Mori** Director of Human Resources

Awesome presentation
Recognized by *Chad Harter* on 02/08/2021

It was such a great surprise today when I came in and found out that you'd taken care of running the month end reports