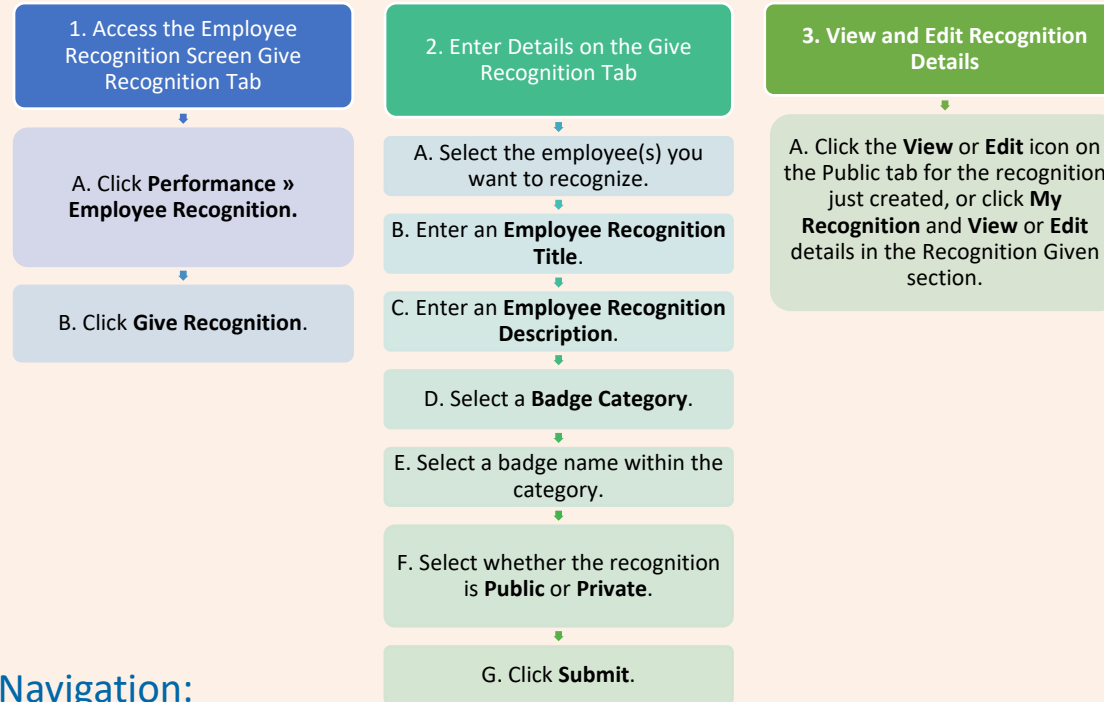


Give Employee Recognition

You can recognize the work of any employee at any time on the **Give Recognition** tab of the Employee Recognition Screen. **Employee Recognition** and the **Employee Recognition Page** sub-feature must be enabled before **Employee Recognition** displays on the Performance menu.



Navigation:

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

Deltek Talent Management

Dashboard

MY EMPLOYEES

RECRUITING

PERFORMANCE

Employee Recognition

Approvals

My Appraisals

My 360s

My Goals

Browse Organizational Goals

Continuous Feedback

LEARNING

SUCCESSION

COMPENSATION

CAREER CENTER

REPORTS

CUSTOM MENU

Deltek, Inc. English 1 7735 ?

Dylan McKenzie

Employees Search...

Main Dashboard

Get More Widgets Tasks

Alerts

Justin Zinn

Candidates by Status

Applied38.98 %

Other16.95 %

Hired8.47 %

Declined8.47 %

Requisitions by Status

Rejected1

Internal1

Pending Approval2

Filled10

Posted Int/Ext13

Closed33

A

Expand the Performance menu and click Employee Recognition.

1. Access the Employee Recognition Screen Give Recognition Tab > Step A

Deltek Talent Management

< Main Menu

PERFORMANCE

Employee Recognition

Approvals

My Appraisals

My 360s

My Goals

Browse Organizational Goals

Continuous Feedback

Deltek, Inc.English17735Dylan McKenzie

PerformanceEmployeesSearch...

Employee Recognition

Badge Management

PUBLIC RECOGNITIONMY RECOGNITIONGIVE RECOGNITION

Filter

«<12>»

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• 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

hen I came in and found out that you'd taken care of running the month end reports


B

Click Give Recognition.

1. Access the Employee Recognition Screen Give Recognition Tab > Step B

Give Recognition

WHO WOULD YOU LIKE TO RECOGNIZE? *

 Select

EMPLOYEE RECOGNITION TITLE *

Great Example

EMPLOYEE RECOGNITION DESCRIPTION *

B **I** **U**      

You are one of the most reliable employees I've ever had. Thank you for setting a great example for your coworkers.



BADGE CATEGORY

Core Values

Accountability

Integrity

Teamwork

A-E

Enter and select details in the fields on the screen:

- **Select:** Click this button to open the Select dialog and use the fields to select the employee(s) to recognize.
- **Employee Recognition Title:** Enter a title for the recognition.
- **Employee Recognition Description:** Enter a brief description of the skill or achievement you want to recognize.
- **Badge Category:** Select a category from the list. Administrators determine these categories.
- **Badge:** Select a badge within the category.

EMPLOYEE RECOGNITION TITLE *

Great Example

EMPLOYEE RECOGNITION DESCRIPTION *

B *I* U [List Bulleted] [List Numbered] [List Disclosed] [List Indented] [Link] [Image]

You are one of the most reliable employees I've ever had. Thank you for setting a great example for your coworkers.



BADGE CATEGORY

Core Values

Accountability
Integrity
Teamwork

☐ Private ☒ Public

F

Select **Private** or **Public** to determine who sees the recognition:

- **Private:** Private recognitions are visible to the employee, the manager, and the creator of the recognition.
- **Public:** If the **Public Employee Recognition** sub-feature is enabled for your company, recognitions marked **Public** are visible companywide to all employees on the Public tab of the Employee Recognition Screen.

G

✓ Submit

Cancel

When finished, click **Submit**.

2. Enter details on the Give Recognition Tab > Step F and G



Employee Recognition

Badge Management

PUBLIC RECOGNITION

MY RECOGNITION

GIVE RECOGNITION

Filter

« < 1 2 > »

The new Public recognition displays on the Public tab for all employees company-wide. Any employee can click the **View** icon to see details. The creator of the recognition can click the **Edit** icon on this tab to modify the recognition. The creator can also click **My Recognition** to View and Edit details in the **Recognition Given** section.

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

✓ Accountability

- Shawn Aaron Pump Station Operator
- Sean Abrams Landscape Designer

Great Example

Recognized by Dylan McKenzie on 12/06/2021

You are one of the most reliable employees I've ever had. Thank you for setting a great example for your coworkers.



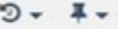
- Daiki Mori Director of Human Resources

Training session

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Employee Recognition

Badge Management

PUBLIC RECOGNITION

MY RECOGNITION

GIVE RECOGNITION

Filter

« < 1 2 > »

This concludes the Give Employee Recognition quick steps.

Displaying 1 - 25 of 50 per page

Accountability

- **Sean Abrams** Landscape Designer

Great Example

Recognized by Dylan McKenzie on 12/06/2021

You are one of the most reliable employees I've ever had. Thank you for setting a great example for your coworkers.



- **Daiki Mori** Director of Human Resources

Training session

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- **Daiki Mori** Director of Human Resources

