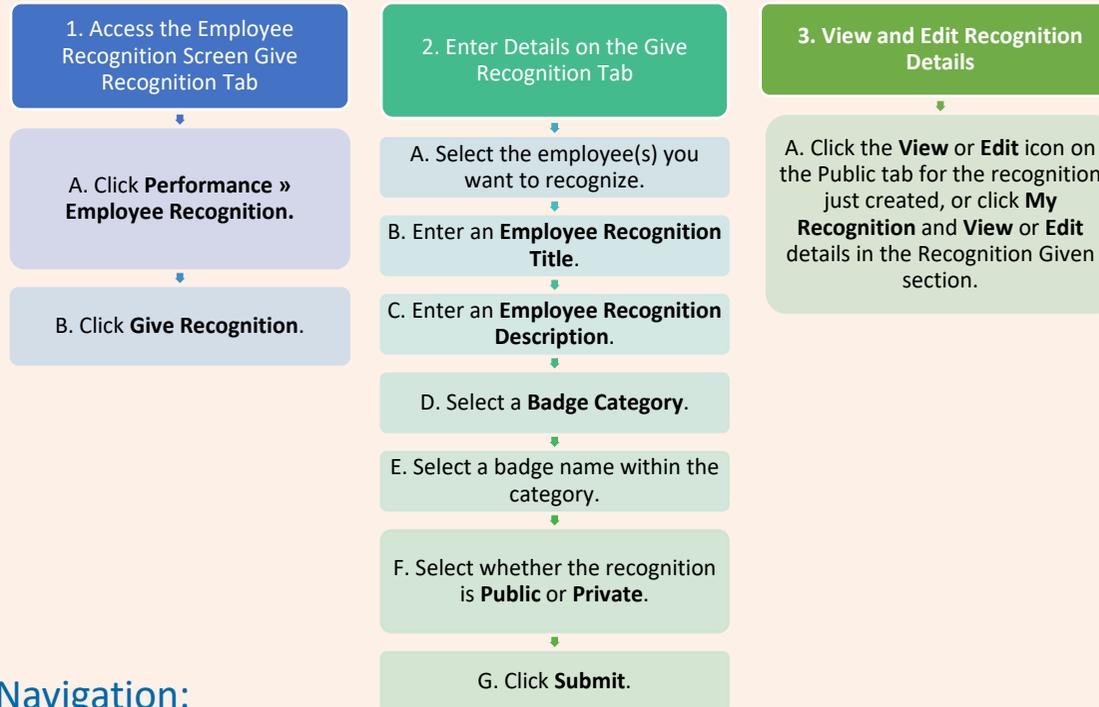


Give Employee Recognition

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.

- 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

A
Expand the **Performance** menu and click **Employee Recognition**.

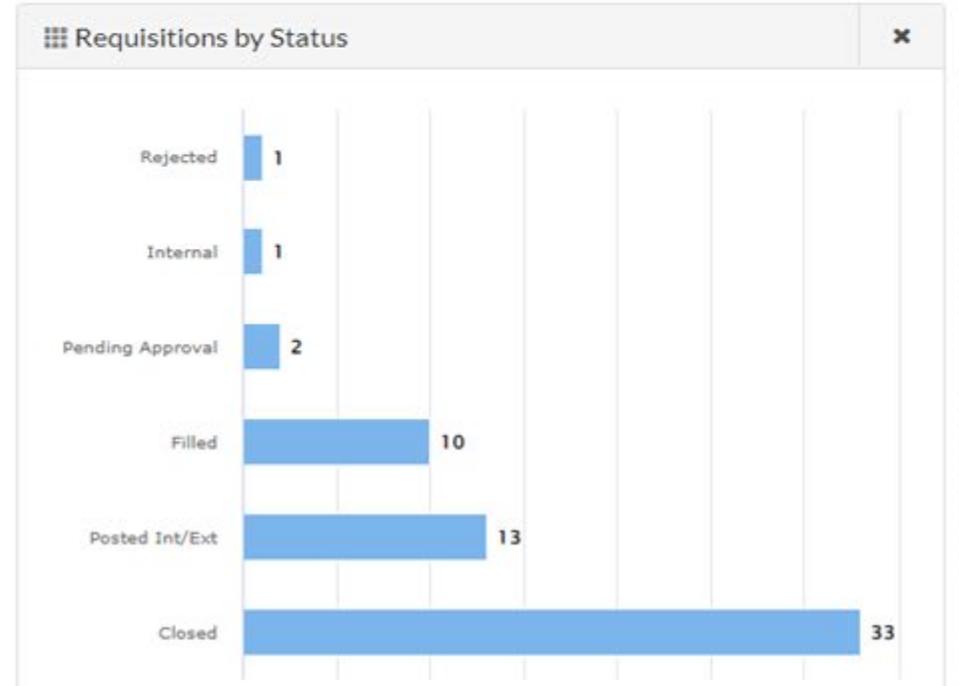
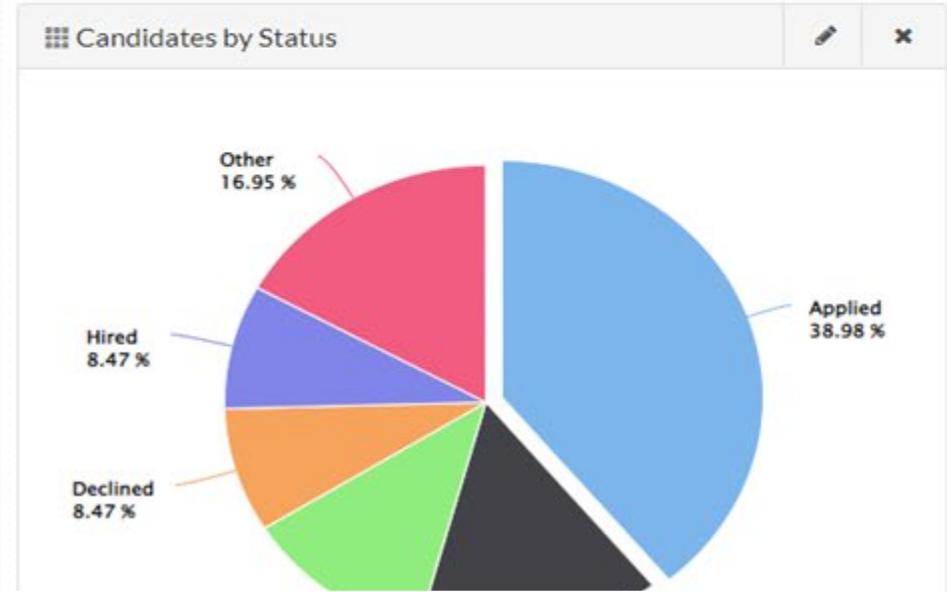
Employees Search... [Search Icon]

Main Dashboard

Get More Widgets Tasks

Alerts [Close Icon]

Justin Zinn



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

- ← 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**

B
Click **Give Recognition**.

Filter

« < 1 2 > »

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

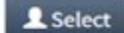
- **Daiki Mori** Director of Human Resources
Training session
Recognized by *Dylan McKenzie* on 02/08/2021
Your presentation today was awesome. I think you totally nailed it and even though the clients were pretty silent, I could see by the looks on their faces that they were impressed. I'm pretty sure we'll close this deal because of your hard work today. I'm super excited.
- **Daiki Mori** Director of Human Resources
Awesome presentation

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

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

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 Icons] [Link Icon] [Image Icon]
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

G
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 > »

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

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.

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
Recognized by Dylan McKenzie on 02/08/2021

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Employee Recognition

Badge Management

PUBLIC RECOGNITION MY RECOGNITION GIVE RECOGNITION

Filter

« < 1 2 > »

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

This concludes the Give Employee Recognition quick steps.

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.

Eye Edit X

• Daiki Mori Director of Human Resources

Training session

Recognized by Dylan McKenzie on 02/08/2021

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Eye Edit X

• Daiki Mori Director of Human Resources

Eye X