

Getting Started

Main Items to Complete

- ✓ Import users
- ✓ Choose badges
- ✓ Choose rewards (if applicable)
- ✓ Add integrations
- ✓ Theme application

Schedule to Get Started

Timeline	Expectation
Week 1	Recognize admin kick-off call to set up badges and discuss Recognize's Company Admin
Week 1	IT meeting to discuss on-boarding of staff (<i>spreadsheet import, active directory sync/import, and browser extensions, if applicable</i>)
Week 2	HR or IT sends user information spreadsheet for import or active directory information for setup
Week 2	Send out instructional PDF for staff to familiarize themselves with Recognize (<i>if applicable</i>)
Week 3	Staff import is completed by Recognize
Week 3	IT completes any integrations
Week 4	Launch program by inviting everyone in to Recognize

Kick-Off Checklist

Checklist	Expectation
Decide on initial role-out strategy	What programs do you want to start with? Nominations, peer-to-peer, manager-to-peer, rewards, and anniversaries are all options.
Choose initial badges and graphics	Get at least three badges ready that represent your company values. Don't worry, badges will change over time so it doesn't have to be perfect.
Decide if points makes sense for you	A lot of companies choose to disable points in the beginning and turning them on with a rewards catalog later.
Decide on rewards if applicable	You can do company-fulfilled rewards or automatic gift cards (coming very soon). Staff can redeem with the points they earn from recognitions.
Choose to use role-based recognition	Which badges will only be sent by a manager or director? Sky is the limit!
Bulk recognition based on past behavior	Survey staff and have them fill out a spreadsheet of great moments in last year. Bulk recognize your staff to preload with past behaviors.
Anniversary recognition	We can sync your start date if you have AD Azure or have staff enter manually to recognize for anniversary and birthdays.
Ongoing strategy	Are monthly gatherings in your ability? Decide how to keep people engaged through weekly and monthly updates.
Introducing the program	You can easily email the staff when the program starts, are you going to couple it with any other kind of announcement?