

# Employee Nominations the Smart Way

Award staff on a monthly, quarterly, or yearly basis in a fair and an automated process.



Innovation Award  
March 2016



Employee of Month  
April 2016



Safety Award  
Q1 2016



Employee of the Year  
2015

## How it Works

Staff nominate others for different awards in the company, such as employee of the month or innovation award. Admins can view who was voted for the most and the reasons for the nomination. This is meant to be coupled with the Recognize on-the-spot recognition program.

## Our Manifesto

- We want to see every employee feel empowered.
- We want company admins to focus on the important stuff and less on repetitive administration.
- We want employees to know their company's recognition program is fair and is honest.

## Tips from the Experts
















"Especially in our startup's first year, we did not have the ability to necessarily give financial raises to recognize our A-players. We have successfully recognized key team members by giving them a new title with additional responsibilities. This elevation showcases their leadership and growth within our company." –*Jennifer Mellon, Trustify*



"If you don't know who's responsible for a certain success that's been highlighted in the company, don't save your praise for just one person--thank the team--and watch morale grow." –*Aaron Skonnard, Pluralsight*

# Recognize Nominations

The screenshot shows the 'Nominations' dashboard for Dunder Mifflin. The top navigation bar includes 'Stream', 'Recognize', 'Users', 'Badges', 'Fame', and 'Rewards'. The user profile shows 'Peter P' with 'May Points 15'. The dashboard has a left sidebar with 'Company Dashboard' and various menu items. The main content area shows a list of nominations with the following data:

Badge	Date	Nominees	Archive
 Employee of the Year	2016	 3 votes  1 vote  1 vote	<a href="#">Archive</a> <a href="#">View</a>
 Innovation nomination	Q2 2016	 1 vote  1 vote  1 vote	<a href="#">Archive</a> <a href="#">View</a>
 Employee of the Month	May	 1 vote  1 vote  1 vote  1 vote	<a href="#">Archive</a> <a href="#">View</a>

## Admin Nominations

- Admins can view nominations for different time segments.
- See a snapshot of who received nomination for each award.
- Archive, and view archived, nominations.
- Filter by badge to jump to the nominations you care about.




A 500-person company with a spreadsheet/  
email recognition system will save on  
average \$500/month switching to  
Recognize.



## Innovation nomination

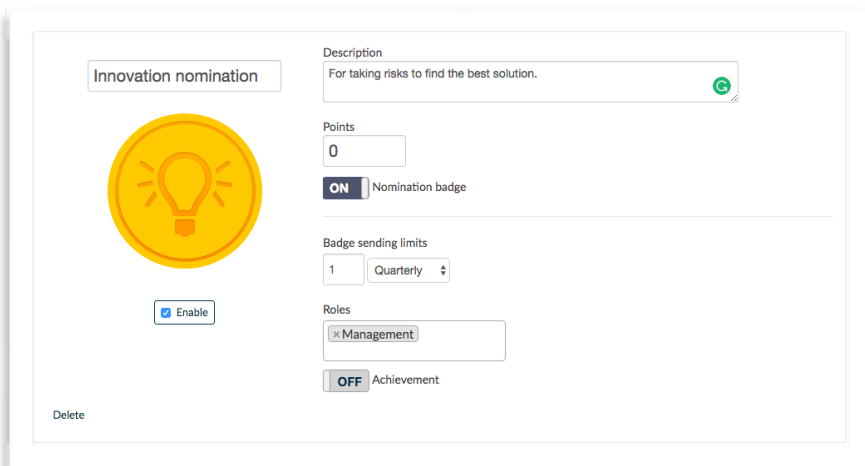
Q2 2016

Nominations

Nominee	Votes	View	Award
 Angela Martin	32	<a href="#">View</a>	<a href="#">Awarded</a>
 Dwight Schrute	20	<a href="#">View</a>	<a href="#">Award</a>
 Richard Harrison	10	<a href="#">View</a>	<a href="#">Award</a>

### Nomination Details

- Viewing the details of the nominations includes who and how many votes.
- Admins can choose a winner if they wish.
- Dive deeper into the reasons for the nomination.



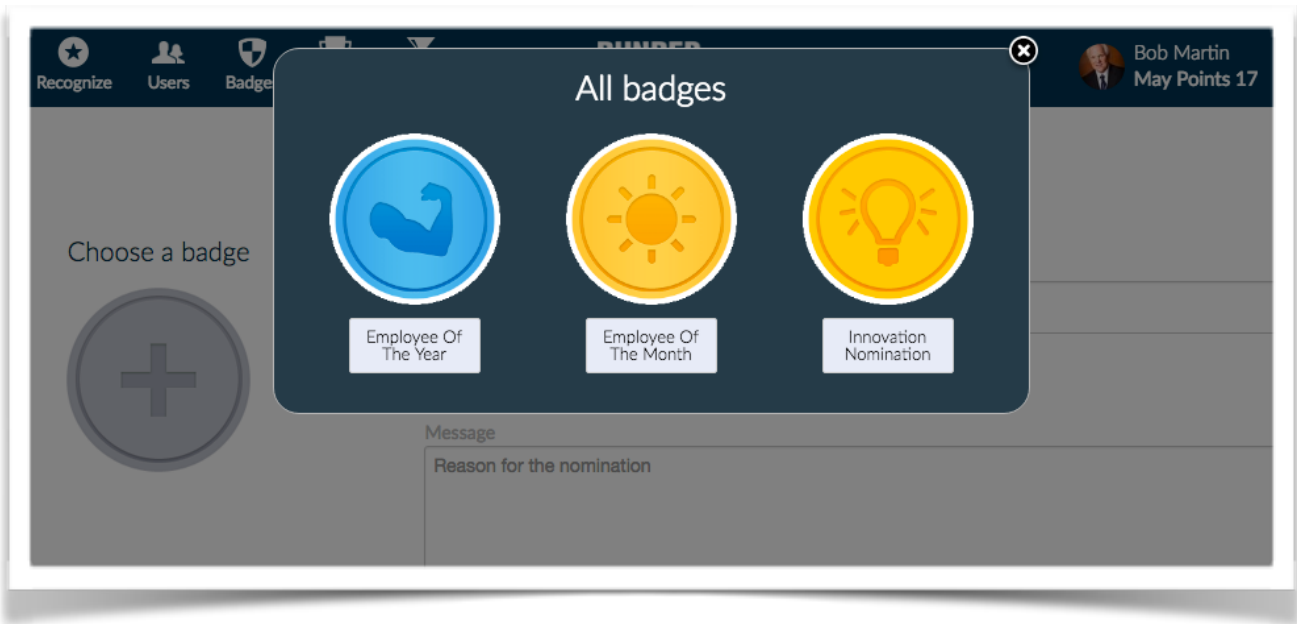
The screenshot shows the configuration interface for a nomination badge. On the left, there is a yellow lightbulb icon and a title "Innovation nomination" with an "Enable" checkbox. On the right, there are several settings: a "Description" field with the text "For taking risks to find the best solution.", a "Points" field set to "0", a toggle for "Nomination badge" which is turned "ON", "Badge sending limits" set to "1" and "Quarterly", a "Roles" field containing "Management", and a toggle for "Achievement" which is turned "OFF". A "Delete" link is visible at the bottom left.

### CREATING A NOMINATION BADGE

Creating a nomination badge is as simple as creating a public recognition badge in Recognize.

Turn on nomination badge setting and put the points to zero.

Set the badge sending limits to monthly, quarterly, or yearly.



## Sending a Nomination

- Sending a nomination is the same as sending a social recognition.
- Staff can choose a badge they are allowed to send.
- The recipient is not notified and the nomination is only presented to the admins.



### RECOGNIZE THE WINNERS

Once the admins decide on a winner, the CEO can send a recognition only the CEO can send - an award recognition badge. Takes a few minutes to send and creates a lot of meaning for the employee.

## Why You Should Care

65%

Cited feeling **un-valued** as one of the **top reasons for leaving**. (CareerBuilder report)

58%

Said "**give recognition**" as the way to **improve** employee **engagement** in a SHRM survey.

55%

Of **recognition nominations are sent via email**, lost forever in a sea of messages. (World at Work 2015)

#1

Type of recognition award is **Certificates or plaques**. Cash, gift certificates, company logo merchandise, and food are the runners up. (World at Work 2015)

40%

Decrease in turnover when companies successfully install a recognition and awards program. (Gallup)

65%

Of companies believe **digital badges** have a **positive impact**. (Extreme Networks 2014)