

# Introduction



## What is Recognize?

- An easy-to-use and modern recognition platform.
- Recognize helps companies drive ideal behavior and focus on their core values.
- Recognize is designed to be flexible according to an individual organization's needs. With this in mind, companies have to consider their goals and how recognition fits into their process. The more it is embedded into the organization, the more likely it is to succeed.

Stream
Recognize
Stats
Users

Recognize

Joanna Aniston...
April points: 477

Menu

## Recognitions

[Add new](#)

Initech, Inc.

Honorable

Drew pitts

When we were faced with a difficult decision with the recent client work, it took guts when you chose to go with ABC Company.

Dwight schrute Initech, Inc. about 11 hours ago
+1 Tom smykowski

Boss

Brian chotchkie

When the team said we needed new computers, you made it happen. Thanks boss.

Creed bratton Initech, Inc. about 12 hours ago

RES?

100%

[View company badges](#)

Who is doing great work?

Click their avatar to recognize them. They will receive an instant recognition from you.

Toby Flenderson

Bob Martin

Pam Beesly

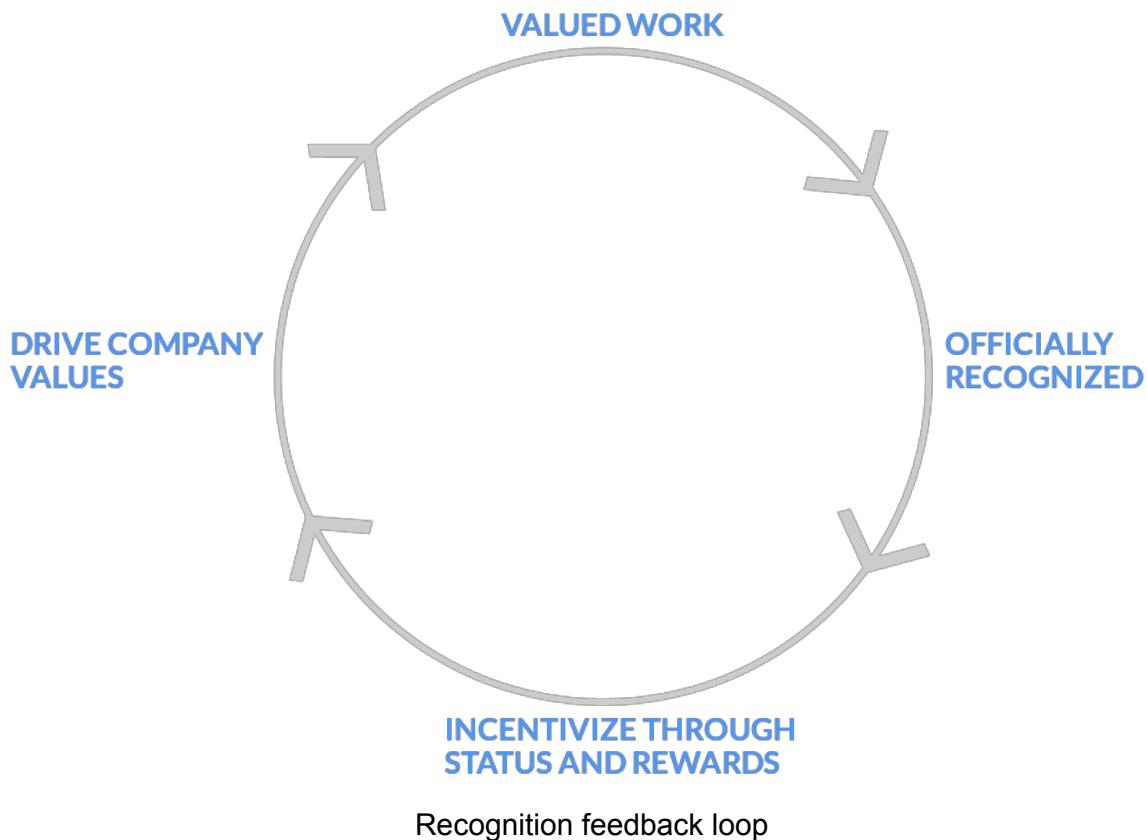
Darryl Philbin

Bill Lumbergh

Phyllis Vance

## How is Recognize different?

- The Recognize point system
    - Our point system is best in class and can be used to discover and highlight leaders according to your organization's values.
    - Points will reset after a specified interval such as weekly, monthly, quarterly, or yearly giving rise to periodic winners for individuals and teams.
    - Learn more about points on our blog:  
<http://blog.recognizeapp.com/employee-recognition-points-redesigned-for-stronger-employee-engagement/>
  - The Recognize Engagement Score (RES)
    - The RES is a metric exclusive to Recognize that indicates the percentage of employees that are recognized on a weekly basis.
    - It can be used as a key performance indicator on how engaged your organization is.
    - The RES contributes to an “all for one” mentality as colleagues can see their direct effect on your company’s KPI in real time.
  - Recognize is dedicated to integration with Yammer, and is more integrated than any other third party Yammer partner.
  - A visually stunning and easiest-to-use recognition program on the market.
  - Recognize is a fully customizable platform to work the way you do.
  - We believe in driving autonomy, mastery, and purpose through helping employees feel engaged in a group and provide status, access, and power in the organization.
- Contact us to learn more.



## Benefits of Recognize

- More all-for-one mentality, because employees connect at a warmer level.
- Leaders often show strength, but not enough warmth. Warmth combined with strength pulls a company together for a common goal<sup>12</sup>.
- More productive staff via the law of reciprocity.
- Value-driven employee recognition helps companies promote their core values.
- Day-to-day recognition data adds up. Companies can use this data to build reports and analytics.
- With 70% of company costs go towards labor, a company's bottom line is directly affected by the culture of their organization<sup>3</sup>.
- A way to create friendly competition between offices, teams, or individuals with monthly winners.

## The benefits of recognition

- Recognize helps to teams focus on their core values in their daily decisions.
- Integrated into Yammer for ease of use.

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<sup>1</sup>

<https://enterprisersproject.com/sites/default/files/How%20to%20Balance%20Competence%20with%20Warmth.pdf>

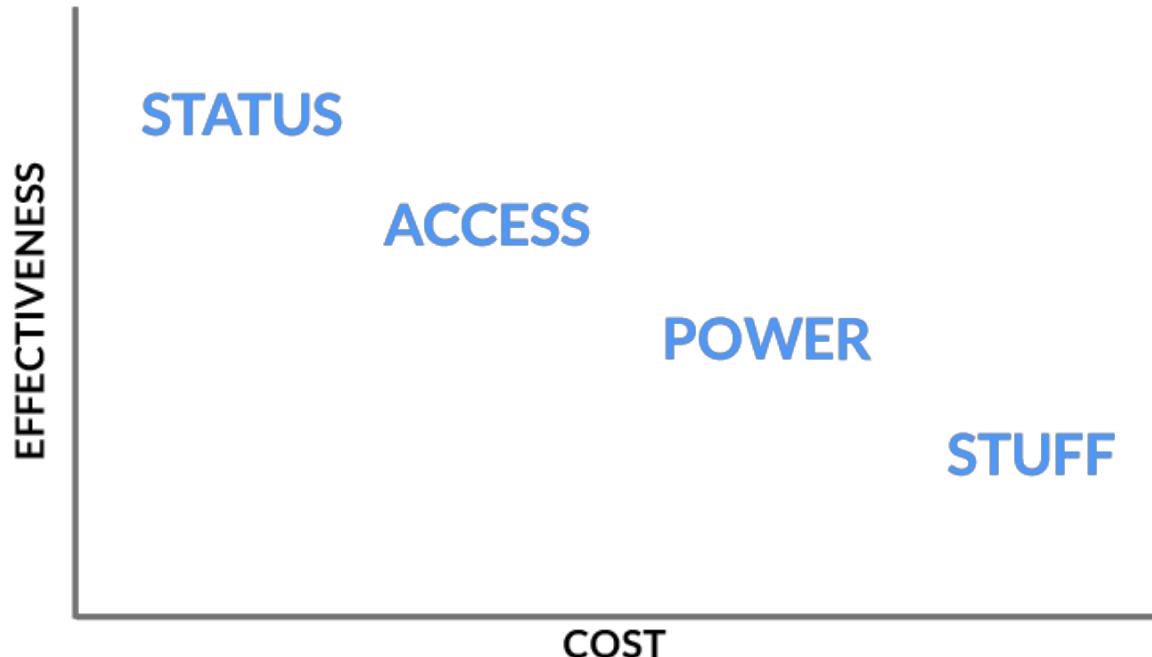
<sup>2</sup> <http://blog.recognizeapp.com/warming-your-company-culture-for-higher-profits/>

<sup>3</sup> <http://www.oecoffice.com/docs/Designing-for-a-Distributed-Workforce.pdf>

- Happy employees are twice as productive as unhappy employees. Recognition directly affects the happiness of an employee<sup>4</sup>.
- Recognize makes it easy for upper level management to interact with lower level staff.
- Recognize is an affordable solution.
- Gather analytical data on employees, teams, and company values.

### **Make decisions based on human behavior**

The following graphic illustrates how status in gamification drives everything. If your organization can embed all four characteristics of status, access, power, and stuff into your company, good things will come<sup>5</sup>.



### **Recognize Testimonials**

“Enterprise Social is changing the way we interact with our customers and within our companies. The consumerization process happening right now will be more relevant in the coming years with the new workforce that embrace this change. As we adopt this new

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<sup>4</sup>

<http://www.americanbusinessmag.com/2013/10/happy-bosses-plus-happy-employees-equal-more-profits/>

<sup>5</sup> Search for “SAPS” in *Gamification by Design* to learn more -

<http://www.amazon.com/Gamification-Design-Implementing-Mechanics-Mobile/dp/1449397670>.

paradigm, we need to be prepared to manage new interactions, in a simple and connected way. RecognizeApp and its Yammer integration is an answer to this challenge.”

- Carlos de Huerta Mezquita, Microsoft

“As far as Enterprise recognition apps go - Recognize is one of the best designed - it is simple and effective, we love it.”

- Nat N. TangoCard

## Getting Started



### Table of Contents

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## Getting the word out

1. Send out an email to staff to sign up. See Appendix 1 for a sample email.
2. Bulk invite users via csv/spreadsheet
  - a. Send the Recognize Team a spreadsheet of your users and The Recognize Team can invite them. See Appendix 2 for sample spreadsheet. Your spreadsheet will remain confidential while we import your users and will be permanently deleted once complete. Privacy and security are extremely important to us.

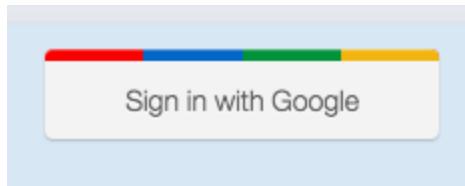
## Signing up

### Join via email

- Your employees can visit <https://recognizeapp.com> at any time and sign in with their email and they will automatically be added to your company's account.

### Join by Google Apps

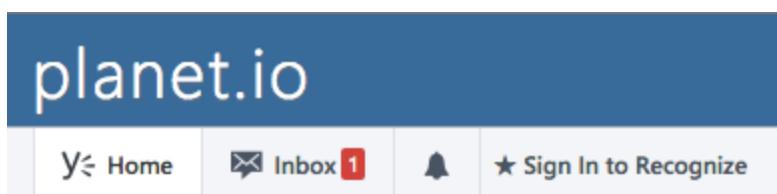
We support google apps for logging in and autocomplete in the send recognition form.



### Join via Chrome Extension and Yammer

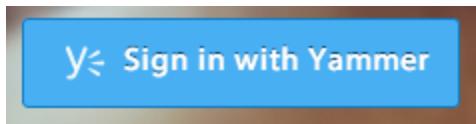
1. If your company is using Yammer and Google Chrome, you can install the Chrome Extension -  
<https://chrome.google.com/webstore/detail/recognize/khonmmgfpdbnbianbikkhhgleeako?hl=en>.
2. Go to Yammer.com and the Chrome Extension will request the authorization of Recognize and Yammer to talk to each other.
3. Finally, a new tab will open and you will be in Yammer with Recognize functionality.

A screenshot of the authorization request at the top of Yammer after installing the browser extension. It says "Sign In to Recognize". If your user clicks that, we use our Yammer auth token to sign that user up for Yammer and refresh the page to show Recognize now logged in.



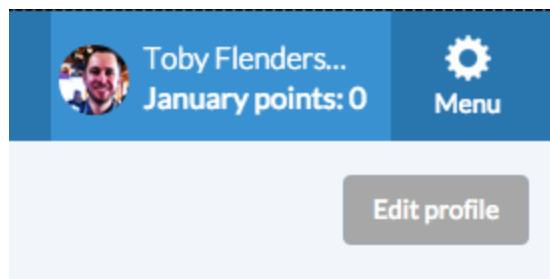
## Join via Yammer

- Visit our homepage at <https://www.recognizeapp.com>, scroll to the bottom, and click the bright blue “Sign in with Yammer” button. You may sign up or login with this button.



## Your information and your coworkers’ information

Your name, avatar, job title, and more can be edited on the **Edit Profile** page, linkable from the Profile page.



## Usernames

By default, your username is your email alias. **When you sign up with Yammer your name is automatically set.** Change your name on the Edit Profile page, found in your profile.

## Integrating Recognition into your company’s workflow

- Utilize recognition monthly reports in the Menu > Company Admin to review top performers and values.
- Create monthly recognition parties celebrating staff for their recognitions and the monthly winners.
- Make recognition part of the workflow in specific circumstances, such as end of projects or weekly team meetings.
- Provide access and status to high achievers, such as access to conferences or status as a team leader in a company value, like innovation. See <http://www.hci.org/> for more.

## Reasons to recognize

Creating a recognition roadmap helps to guide an organization’s official program. At its core, companies must consider specific reasons to recognize. Make a list and educate department heads and managers.

1. Finishes a project.
2. Does something that is clearly inline with corporate values.

3. Goes above and beyond.
4. Shows integrity.
5. Shows expertise in specific skills.

## Let us help your organization build a world class recognition program

- Contact us for help customizing a recognition roadmap for your company.
- Onsite coaching to meet with department heads and help craft a Recognition Roadmap.

## How Recognize works with Yammer

Recognize is integrated with Yammer in both Yammer.com and Recognizeapp.com. If you sign in with Yammer on Recognizeapp.com, out of box you will be able to search in Recognize by Yammer users, and see Recognition information show up in the Yammer Recent Activity.

A screenshot of a Yammer 'Recent Activity' feed. It shows a message from a user named Alex Grande, who has recognized another user named Riley Thomas with the 'Competitive Greatness badge' in Recognize. The message is displayed in a light blue box with a small profile picture of Alex Grande next to the name.

## Recognize integration into Yammer

- Recognize is the only tool to be fully integrated into Yammer. Currently, Recognize integration within Yammer is available through our **Google Chrome Browser Extension or Microsoft Internet Explorer Extension**. Firefox is in development.
- Install the Chrome Browser Extension, by visiting: <https://chrome.google.com/webstore/detail/recognize/khonmmgfpdbnbianbikkhhgleeako>
- Learn about the IE extension by visiting <https://recognizeapp.com/yammer-integration/> or by contacting us at info@recognizeapp.com.
- The Internet Explorer Extension inserts Recognize into Yammer just like the Chrome Extension. See [https://www.recognizeapp.com/recognize\\_ie\\_extension\\_user\\_guide.pdf](https://www.recognizeapp.com/recognize_ie_extension_user_guide.pdf) for more information.

## Screenshots

planet.io

Yammer Home | Inbox 1 | Bell 2 | ★ Recognize | Search for people, groups and conversations | Invite | ...

**New Recognition**

Choose a badge Who do you want to recognize?

Enter an email or a name, and select the recipient

Recipients No recipients have been added.

Optional Message Reason for the recognition

Optional Skills e.g. Photoshop, Research, Time Management

Post to the Yammer wall

Create Recognition

Follow http://recognizeapp.com/recognition/cf90nirp99k Capetown with the Innovative badge

Networks Toby Flenderson HR Manager

Conversations Links Bookmarks Recognitions

 Grow Revenue For growing the revenue of the team.

Sent from: Joanna Anistown, Planet, about 7 hours ago.

 Innovative Thanks for doing everything for me in the Twin Peaks Project.

Sent from: Toby Flenderson, Planet, about 23 hours ago.

 Grow Revenue You helped grow revenue like nobody's business this week.

Sent from: Toby Flenderson, Planet, about 23 hours ago.

 Leadership

Started 80% app

activity

derson recognized Anne with the Thumbs up Recognize.

derson recognized Drew with the Thumbs up badge in .

derson recognized Martin with the Thumbs up Recognize.

derson recognized Bill

factory see all

1 apps added to the App Directory this week.

Visit the Appendix 3 for more information

## Badges and points

Points are a way to discover winners of recognition in a given time period. By default, points reset each month giving rise to an individual and team winners for highest points. See current winners on Stats page. The unique Recognize point system creates friendly competition and shows the organization cares for the staff.

Stream  Recognize  Users

Recognize

Joanna Anisto... April points: 509  Menu

Stats for April 2015 Filter by badge ▾

Users		Teams		
1.	 Milton waddams	605	1.  Human Resources	5620
2.	 Tom smykowski	574	2.  Engineering	4965
3.	 Brian chotchkie	537	<b>3.  Marketing</b>	<b>4710</b>
4.	 Drew pitts	531	4.  Sales	4545
5.	 Bob slydell	510	5.  IT	4155
<b>6.</b>	 Joanna anistown	<b>509</b>		
7.	 Anne wentworth	507		
8.	 Samir nagheenanajar	504		

Value badges may be assigned a unique point value that will be added to a recipients total point score for each recognition they receive.

**Users get points for four different events.**

- Send a recognition = 2 points
- Receive a recognition = Point value of the badge (default: 10 points)
- Send a +1 (or validate) on a recognition = 1 points
- Receive a +1 (or validate) on a recognition = 5 points

**Customizations of points**

In the Company Admin portal for our Business Package users, the badges can have different point values associated with them.

**Screenshot**

**Recognition sending limits**

Limit the number recognitions that a user can send. Values specified here will take precedence over individual values specified for each badge in the Custom Badge section.

800 Weekly ▼

**Save badge limits**

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**Point values**

Points for sending a recognition 90	Points for receiving an approval 5	Points for sending an approval 1
--	---------------------------------------	-------------------------------------

**Save point values**

## Badge features

- Change points for custom tailored emphasis.
- Create description to be shown in the application.
- The limit to how many times this badge can be sent by an individual and in any given time period of monthly, quarterly, or yearly.
- Can be set as a **Peer badge**. Peer badges can be sent to anyone by anyone.
- **Achievement badges** can only be sent by managers of Recognize teams. Individuals are limited to how many achievement badges can be earned.
- **Executive badges** can only be sent by executives. Executives are chosen in the User tab in the Company Admin.
- Instant badges are shown on the Stream page for Yammer users. It is a grid of six users from their Yammer. They can click their avatar and instantly recognize them. Recognitions are always editable.

Empathy



Points  
100

Description  
Description

Badge sending limits  
8 Weekly

Badge sending limits  
8 Weekly

Peer  Achievement  Executive

Achievement badges can be sent by managers to symbolize something unique and achievable.

How many times can the achievement be given and how often?

5 Quarterly

## Changing Badges graphics

Click “Upload new badge” to upload your own badge.

## Badge Graphic Specs

- Cropped and centered
- Dimensions: 200x200 pixels
- File type: Transparent png
- DPI 72

The screenshot shows a user interface for managing company badges. At the top, there are navigation links: Stream, Recognize, Stats, Users, and a menu icon. On the right, a profile picture of 'Alex Grande' and the text 'January points: 50' are displayed. Below the navigation, a sidebar on the left is titled 'Create Badges' and contains fields for 'Title of badge' and 'Description of badge', both currently empty. A 'Choose File' button with the placeholder 'No file chosen' is present. A green 'Create badge' button is at the bottom of this sidebar. The main content area is titled 'Active Badges' and lists a single badge named 'Inquisitive'. This badge features a circular image of Albert Einstein. To the right of the image are fields for 'Points' (set to 100) and 'Description' (which reads: 'For questioning everything and finding new solutions to existing problems. For never taking anything for granted!'). Below these are 'Badge sending limits' (set to 2 Monthly), and radio buttons for 'Peer' (selected), 'Achievement', and 'Executive'. A checkbox for 'Peer badge setting' is checked, and another for 'Instant' is unchecked. At the bottom right of the main content area is a green 'Update badges' button.

## View badge descriptions

Click on the button on the stream page “View company badges” on the right side. Users can view all the badges that their company offers, including the achievement and executive badges.

The screenshot shows a grid of four badge descriptions. Each badge includes a circular icon, a name, its point value, a brief description, and a 'View badge' button.

- Wow**: An icon of three red stars inside a circle. **Awards points: 10**. Description: For impressing a client or pushing the envelope.
- Driven**: An icon of a blue flame inside a circle. **Awards points: 10**. Description: For always pushing forward with what is possible. For working really hard to make our vision a reality.
- Inquisitive**: An icon of a portrait of Albert Einstein inside a circle. **Awards points: 100**. Description: For questioning everything and finding new solutions to existing problems. For never taking anything for granted!
- Being smooth**: An icon of a landscape with tall grass and a body of water inside a circle. **Awards points: 10**. Description: For those who are chill and move carefully.

A question mark icon is located in the bottom right corner of the grid.

Visit the Appendix 5 to see all the badges that come out of box.

## Administration

Your company dashboard is located at:

<https://www.recognizeapp.com/yourcompanydomain/company>.

For example, if your company's email domain is acme.com, your dashboard is located at:

<https://www.recognizeapp.com/acme.com/company>

### Company admins

Company Admin is the first person to sign up for a company. Additional administrators may be added by visiting the Company Admin in the top right menu in Recognize, and clicking on the Accounts tab.

Accounts									
ID	Name	Email	Roles	Admin	Executive	Status	Created At	Delete	
4277	<a href="#">Janet</a> (login)	janet@recognizeapp.com	Employee, Executive	No	Yes	Active	2013/10/08 10:04AM	<a href="#">Delete</a>	
11949	<a href="#">Deborah</a> (login)	deborah@recognizeapp.com	Employee, Company admin	Yes	No	Invited from recognition	2014/06/08 08:45PM	<a href="#">Delete</a>	

By clicking "No," you will enable that user to be an admin or executive; and vice-versa, by clicking "Yes," you will disable a user from being an admin or executive. If you delete a user all their information will be removed. You can also make users executives for rights to sending executive badges.

### Top employees

While the Stats page gives a perspective from the user into their stats, the Top Employees tab in the company admin shows all the top employees overall. The admin can view the top people for each interval and filter by badge.

# Company Dashboard

Dashboard

Custom Badges

Recognitions

Top Employees

Privacy

Accounts

Settings

## Top Sales employees

Stats for April 2015

Filter by badge ▾

Filter by team ▾

Recognitions Points

Rank	User	Number of received recognitions
1	 Brian chotchkie	37
2	 Lawrence bader	36
3	 Bob porter	35
4	 Drew pitts	34
5	 Anne wentworth	33
6	 Samir nagheenanajar	31
7	 Bill lumbergh	30

## Settings

To help companies customize the experience we provide the following settings located in the Company Admin.

# Settings

Settings are instantly set, but may require you to reload your page to see the changes.

**ON** Allow posting recognition events to Yammer wall

**ON** Allow users to import their google contacts

**ON** Allow instant recognitions

**OFF** Send daily recognition summary email to all users

Turning on this setting resets user choice in their profile settings.

**ON** Send updates to all users who are the winners for the previous month

**OFF** Allow managers to be private messaged on yammer upon recognition

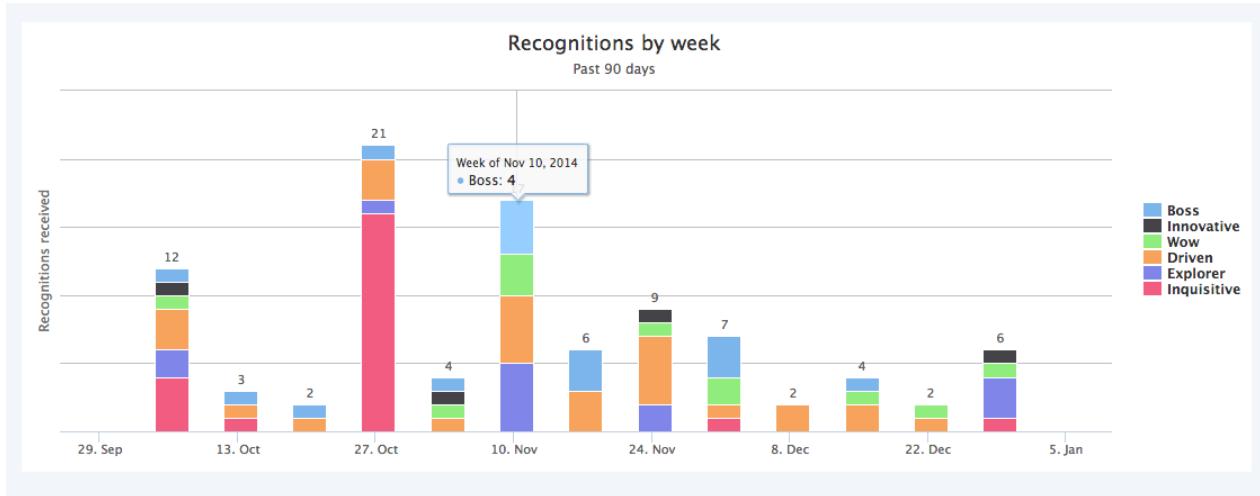
**OFF** Message is required to send a recognition

Monthly ▾

Change the interval at which users' and teams' points are reset

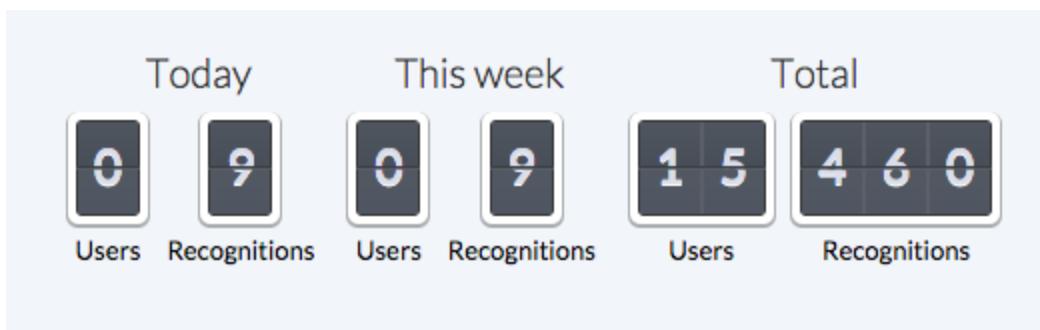
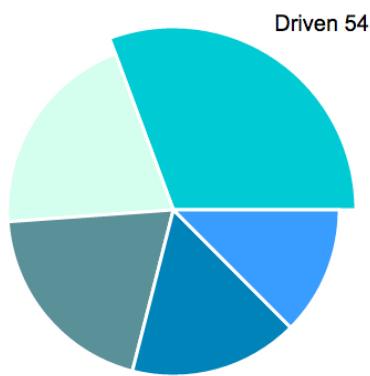
## Analytics

The Company Admin shows a graph of badge use on a weekly basis. It also has basic stats about users and recognitions. The pie chart indicates overall badge data.



### Top badges

Driven 54 Inquisitive 36 Wow 35 Boss 29 Dedicated 22



### Recognition export

The recognition export view allows admins to download excel, CSV, or JSON formats scoped to date range.

Company Dashboard		Recognitions					
		dd/mm/yyyy		dd/mm/yyyy	Filter by date	CSV	Export
Dashboard							
Custom Badges							
Recognitions							
Top Employees							
Privacy							
Accounts							
Settings							

April 2015

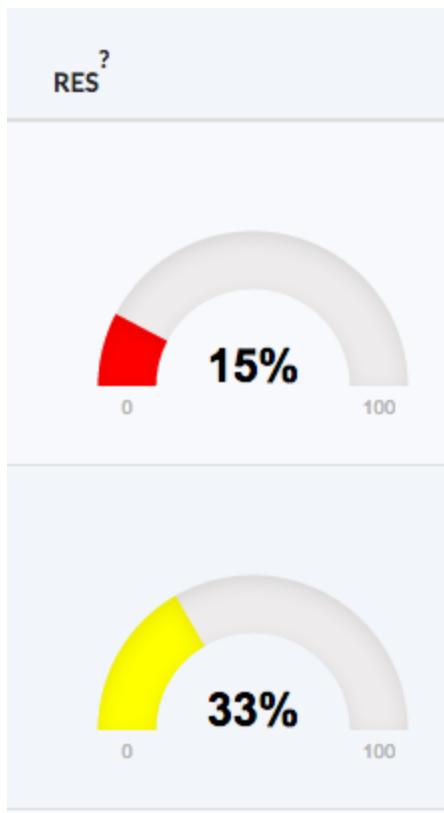
Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9

April 01, 2015 1:16PM

Time	Recipient	Badge	Message	Skills
April 01, 2015 1:16PM	Nina mcinroe - nina.mcinroe@planet.io	Coffee maker	Tim said you made the coffee. We needed that haha.	
April 01, 2015 1:22PM	Michael bolton - michael.bolton@planet.io	Boss	This past project has been such a treat. You really showed a lot of respect when I expressed my opinions. Thanks boss!	
April 01, 2015 1:22PM	Dom portwood - dom.portwood@planet.io	Provider	Thanks for the beer this afternoon :)	

## RES

Recognition Engagement Score (RES) is the ratio between the number of employees in a group and the number of unique recognitions recipients in the last week. An RES exists at both the company level and the team level.



# Teams & departments

## Teams

Teams allow your organization to group individuals by project, department, or location. Teams may be managed from your company dashboard, by clicking on the “Teams” tab. From there, you may add, edit, or delete teams. You may view teams by visiting the Menu > Team Directory. The Menu in the top right hand corner of recognizeapp.com.

Teams can be created by anyone, but admins always have rights over teams. Only managers of teams can add other managers.

The screenshot shows the 'Twin peaks project' team dashboard. It includes sections for Members (2 users, 1 recognition, 50 points for January), Team (0 recognitions, 0 points for January), Managers (Peter Philips, Dom Portwood), and Members (Bill Lumbergh, Errin Hannon). To the right is a recognition stream with cards for 'Leadership' (Bill Lumbergh, Planet), 'Thumbs up' (Bill Lumbergh, Planet), 'Grow Revenue' (Bill Lumbergh, Planet), and another 'Grow Revenue' (Bill Lumbergh, Planet). A progress bar indicates 50% completion. Badges shown are Grow Revenue 2, Leadership 1, and Thumbs up 1.

## Departments

### Feature overview

1. Scoped recognitions to only a department.
2. Point calculations and reporting are respective to the department.
3. Separate billing.
4. Separate user and team management.

Recognize has a special feature for organizations that want to silo their department from the larger organization. All activity will be scoped to your department. You may send and receive recognitions from and to anyone in the organization; however, all other functionality is scoped to your department. Features like point calculations and visibility on the stream page will be scoped to your department. As well, this provides the opportunity to have billing isolated to your department.

## Department *optional*

Scope your recognition program to a department. Ideal for international companies.

Marketing Department

The Upgrade page Department option.

## Sending recognitions

Send a recognition from any page by clicking the “Recognize” button in the top left portion of recognizeapp.com. This will open the send recognition form:

### Recognition form

The recognition form works on any device and requires only two fields: recipient and badge.

The screenshot shows the 'Create Recognition' form. On the left, there's a badge labeled 'Efficient' with a gear icon and a '+ Edit Badge' button. A callout box points to this area with the text: 'Badges represent company values. It is a required field. The badge can be edited after the recognition is sent.' Below the badge is a section for 'Message and skills are optional. The message can be made required in the Company Admin.' In the center, there's a search bar for 'Who do you want to recognize?' with a placeholder 'Enter an email or a name, and select the recipient'. A callout box points to this with the text: 'Send recognition by finding users. Autocomplete searches Yammer users or Recognize users.' Below the search bar is a 'Recipients' section with 'Human Resources' selected and 'john@acme.com' entered. Another callout box points to this with the text: 'Send recognition to entire teams or email addresses.' At the bottom of the form is a green 'Create Recognition' button. To the right of the form, there's a switch labeled 'ON' with the option 'Post to the Yammer wall'. A callout box points to this with the text: 'Post the recognition to the Yammer stream.'

If you have any difficulty sending a recognition, please refer to the Appendix 4.

## Emails

### Recognition emails:

1. Recognition notification when recognition is received
2. Monthly and weekly email reports
  - a. The current user total points
  - b. Company's recognitions that interval

- c. Monthly and company leaderboards
  - d. Top badges for that interval
  - e. Call to actions to send more recognition
  - f. Achievements
3. Inactivity email reminders
  4. Recognition comment notification
  5. New feature update emails via Constant Contact

All emails can be enabled or disabled in the Edit User Profile Page. All emails can be unsubscribed in the email footer. You can find the Edit User Profile Page by clicking the “Edit Profile” link in your User Profile Page.

1.

2.

### Troubleshooting emails

Companies who are not receiving recognizeapp.com emails may need their spam filters adjusted. Make sure to ask your IT department to whitelist emails from recognizeapp.com.

## System Requirements

Recognize is a web application that has been specifically designed to be accessible on most modern browsers and mobile devices, including mobile phones and tablets.

## Browser support

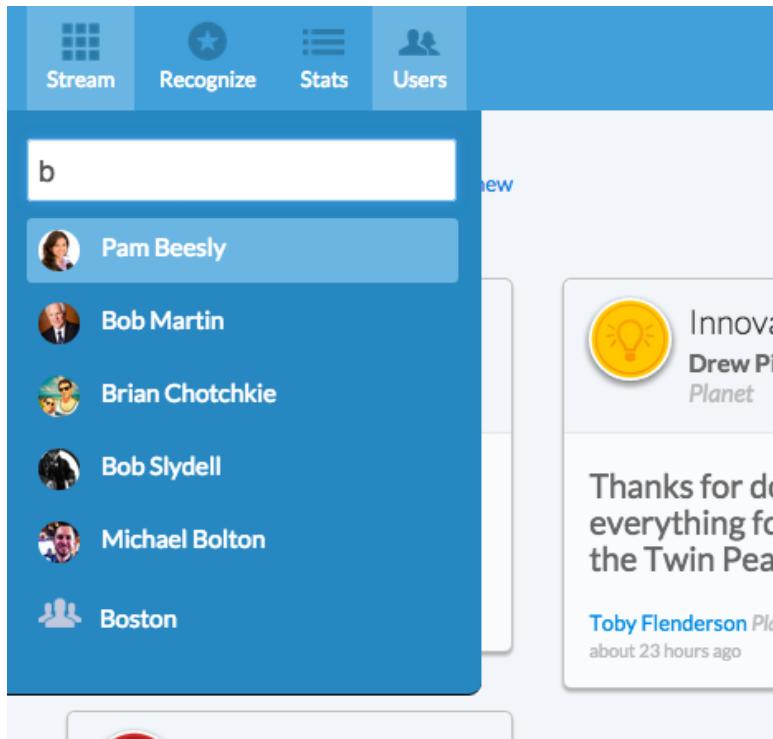
We support Internet Explorer 8+, Firefox, Chrome, Safari, and mobile browsers. We recommend the use of Chrome, as it is the fastest and most sophisticated browser. Download it here: <https://www.google.com/intl/en/chrome/browser/>

## Users

You can search users from any page, view all the users, and visit user profiles.

### Search users

To see the user drop down, hover your mouse over the Users icon in the toolbar. Once you see it, type in the name of the user to find them. It uses the same autocomplete data from the Send Recognition form.



### Users page

The Users page shows all the users in the network along with their most recent recognitions.

**Brian Chotckie**

**Recognize**

**Detailed**

**Grow Revenue**

**Efficient**

"Good job on your recent work." Bob Martin

"Great report" Bob Martin

"Great work on the report" Bob Martin

**Darryl Philbin**

**Recognize**

**Innovative**

**Efficient**

"The new homepage design is really good!" Joanna Anistown

"Your work is appreciated." Bob Martin

"Thanks for doing a fantastic job." Bill Lumbergh

## User Profile

User profile shows achievements, sent recognitions, received recognition points, and associated with teams. Users can also change their url to their profile. Profiles are public and will show that user's public recognitions.

**Alex Grande**

**Edit profile**

**Recognizeapp**

**ACHIEVEMENTS**

**RECEIVED**

**SENT**

**TEAMS**

**PROFILE LINK**

**Achievements:**

- Driven** Alex Grande Recognizeapp
- Wow** Alex Grande Recognizeapp
- Explorer** Alex Grande Recognizeapp
- Driven** Alex Grande Recognizeapp
- Boss** Alex Grande Recognizeapp

**Received:** ▼ 176

**Sent:** ▲ 320

**January points: 60**

**Total points: 7370**

## Kiosk mode

By clicking Kiosk on the Stream page, the user will be shown a simplified view that updates every three minutes. This is meant to be displayed on a large television in the lobby or break room.

**Recognitions**

**Latest Popular**

**Explorer Sophia Wong**

**Wow Katherine Kim**

**Driven Matt Hunt**

**Driven Marketing**

**Driven Edan Broderick**

**Wow Nikola Tesla Sales**

**Great work**

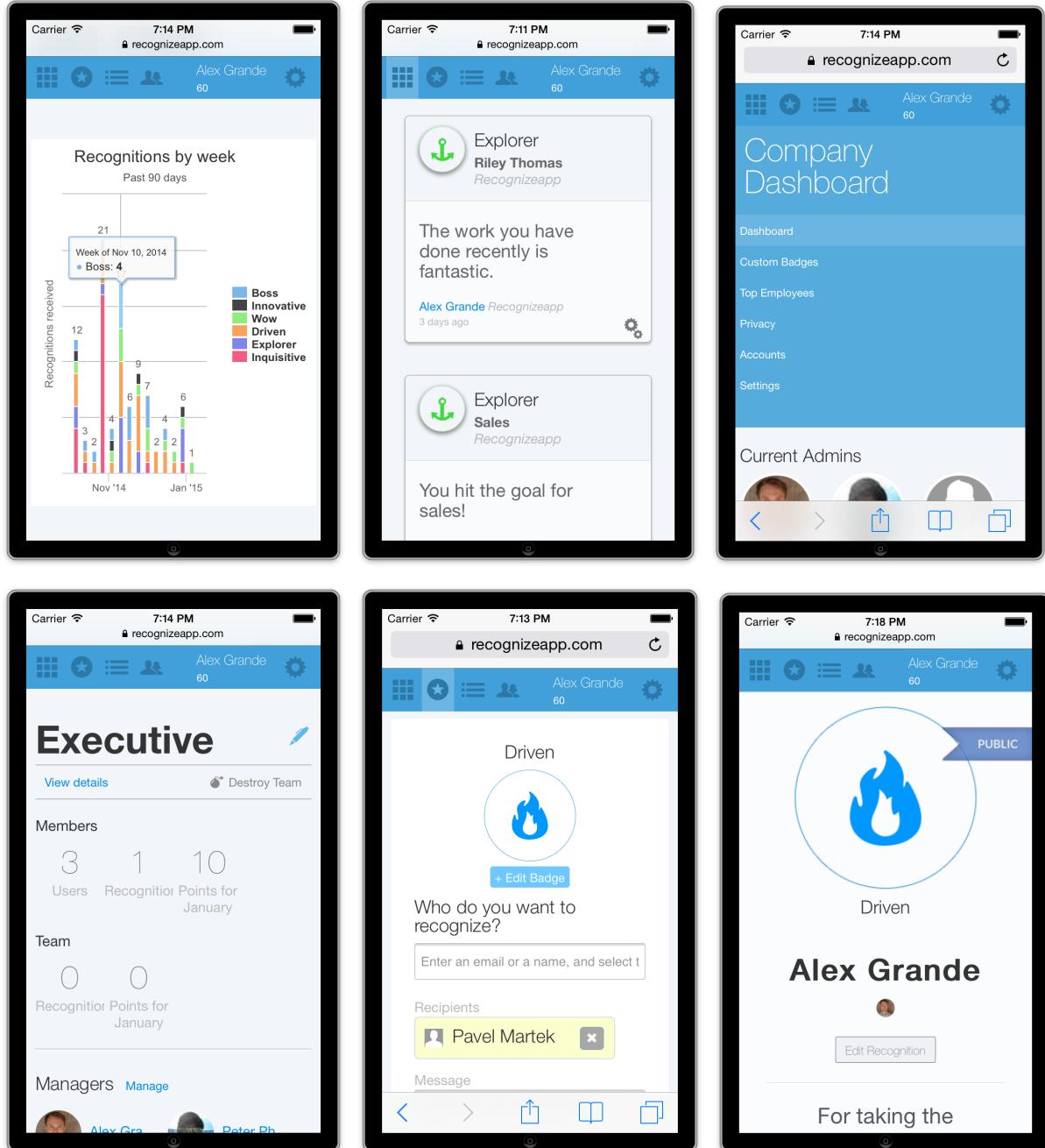
**Stirking with**

**Excelling the**

**Excelling the**

## Mobile

Recognize is a fully featured mobile web app. Android, iPad, iPhone, and any mobile device can access Recognizeapp.com. The Recognize web application is fast and responsive. The following are screenshots. An iPhone app that the users will download is in the works for 2015.



## **Appendix 1: Sample letter to staff introducing Recognize**

Dear staff,

The spirit of our organization is to inspire appreciation amongst teams and departments. To help guide this principle, we are embedding value-driven recognition as part of our culture. We want to make sure everyone feels appreciated and is regarded for their best abilities.

Recognizeapp.com is the tool we found to help us manage recognitions. It is integrated with Yammer and can be visited on a mobile device. To send recognition, simply choose someone and one of our core value badges.

Feel free to reach out to me in person or via email if you have any questions about Recognize.

Thank you

## **Appendix 2: Sample spreadsheet for bulk inviting**

Email	First name	Last name	Job title	Team	Start date mm/dd/yyyy
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## **Appendix 3: Troubleshooting Recognize Google Chrome Extension and integration with Yammer**

Make sure Yammer and Recognize are both logged in with the same email domain and company Yammer Network.

### **4. Yammer integration into Recognize**

- Yammer provides a platform to utilize its data in third party applications, such as Recognizeapp.com. All the apps in the Yammer App Directory take advantage of Yammer's data.
- Third party tools are not normally visible inside Yammer. All the Apps in the Yammer App Directory will not be visible in Yammer, except in the recent activity.

- Third party apps that are posted in the Recent Activity can be commented on inside Yammer.
- When a Recognition is commented on in Yammer, it then appears in the main newsfeed in Yammer.

#### Recent Activity



Alex Grande recognized Riley Thomas with the Competitive Greatness badge in Recognize.

#### Appendix 4: Troubleshooting sending a recognition

The number one problem you may have with the Recognize form is adding recipients. Make sure you click or press enter on the name in the drop down menu to add recipients.

Who do you want to recognize?

Enter an email or a name, and select the recipient

Recipients



Kate Cohen



## Appendix 5: All badges included

