

Make the most out of your Employee Recognition Program.



Quick Start Guide



MY EMPLOYEES
EMPLOYEE ENGAGEMENT EXPERTS™

Employee Recognition

“What gets recognized gets repeated!”

Leslie A. Yerkes

Congratulations on your new Employee Recognition Program! This program is easy to use, and designed to help you keep track of your employee recognition efforts. We’re here to help you at every step along the way, and have an entire team dedicated to your success.

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How Our System Works

We understand that running a business puts demands on your time, so we made our program easy for you to use and implement. Everything you need is included in this box, right here at your fingertips. All you have to do now is submit your winners' names each month, and we will mail out your nameplates the next business day.

If you forget to call, email, or fax us your “Employee of the Month” winners, your Recognition Consultant will make sure to remind you.

Submitting Your Winners

If you ever forget send in your monthly winners, don't worry. Your Recognition Consultant will reach out to you with a friendly reminder.



By Phone

Call your Recognition Consultant at 800-489-0230 when you've selected your winner.



By Email

Email your Recognition Consultant directly and submit your winner electronically.



By Fax

Use the “Monthly Awards Program Fax Sheet” on the back of this Quick Start Guide.



Smartphone App

Search “MyEmployees” in your app store and download our smartphone app to submit winners straight from your phone.

Your New Recognition Package

Everything you need.
Right here at your fingertips.

Your new custom awards are of the highest quality brass plates, solid walnut wood, your logo in full HD color, and your location.



2 Title Program

Up to 50 Employees
or 2 Departments

In your package, you will find:

An annual plaque for each recognition title
Your 5x7 individual plaques
Your "Spot-On Cards" kit

Your "Spot-On Cards" Kit includes:

4 different cards in 4 different colors
2 "Shout-Out pads for peer-to-peer recognition
An instruction poster to hang next to your box
A laser-engraved pen with stylus

PLEASE NOTE: Winners personalized nameplates and your 8x10 End of the Year awards ship separately once you've submitted your winners' names to your Recognition Consultant.

To Prevent Damage

- Keep the 5x7 plaques inside the box until you need them.
- Store the plaques in a climate controlled location.

Annual Plaque



Prestigious Walnut Annual Plaque with your color logo to display the monthly winners' names.

Place the name plates in consecutive order. Start from top-left and work down.

Put This Where It Gets High Visibility

In order to get the most out of your recognition program, the placement of the plaques plays an important role.

Place your annual plaques in a prominent location in your building so that your associates and visitors can view them regularly.

Good placement examples:

- Foyer
- Waiting Area
- By the Entrance
- Common Areas

8x10 Year End Award Plaque

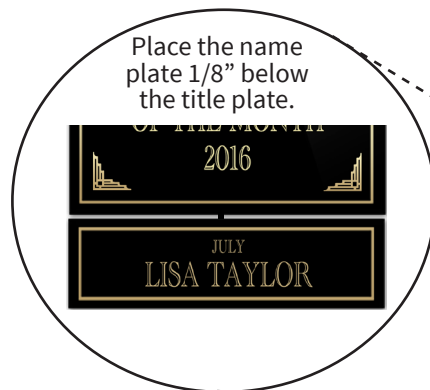


8x10 walnut plaque given to the "Employee of the Year".

You will receive this plaque at the end of the year by submitting the winners' names and titles.

5x7 Individual Plaque

Individual Monthly Walnut Plaque to give out to each monthly winner.



Before you start:

- Determine what is important to you as a manager.
- Let your employees know what you expect of them.
- List the kinds of actions you want to reinforce.

How Do You Measure Success?

In order to have an effective Employee Recognition Program, you must first setup your criteria to have as a guideline. Your criteria is one of the main factors that will determine the success of your program.

Selecting your “Employee of the Month” winner should never be a popularity contest. This is proven to render your program ineffective. Allowing your staff to vote for their favorite employee is the single biggest reason employee recognition programs fail.

Your decision for who is named the “Employee of the Month” should be based on specific criteria. Criteria work best when they are measurable objectives. Ask your Recognition Consultant how you can download our FREE “Metrics Tracking Sheets.



1. Set a monthly deadline for choosing the winners.
2. Submit your winners' names via phone, email, fax, or smartphone app.
3. Set a day and time for the presentation. (For example: Second Tuesday of each month at 3pm.)

* Commit to have your winners' names submitted to our office by no later than the 10th of each month. This will ensure you receive your names in a timely fashion.

5 Suggested Criteria for Choosing your winners

1. How the Employee handles responsibility

- a. Does the employee complete tasks early or on time?
- b. Has the employee achieved or exceeded measurable goals (sales targets/ production timelines, etc)?

2. Management Material

- a. Does the employee consistently display leadership qualities?
- b. Has the employee recently mentored someone else and helped them achieve their objectives?

3. How an Employee works with the team

- a. Does the employee develop others?
- b. Does the employee work well with the team in order to complete measurable goals and objectives?

4. Punctuality

- a. Does the employee always show up on time?
- b. Is the employee willing to come in early or stay late if needed?

5. Personal Representation

- a. Does the employee represent the company's image?
- b. Has the employee displayed exceptional customer service (documented case)?

Note: For maximum effectiveness give out your Employee of the Month Plaques in your monthly meetings. Make the Employee of the Month awards something for which every employee will aspire.

Tip: The criteria listed above are suggestions to get you started in making your program more effective. Creating your own structured criteria that reinforces both departmental and organizational goals is the foundation which is critical to your success.

Making the Presentation



Presenting the recognition plaque is one of the most important parts of the recognition program

- Gather the whole team around and make a big deal about the presentation.
- Let the winner and the other employees know why they won. This is a great time to reiterate your criteria.
- Take a picture with your winner holding their award. Print the picture and give them a copy of it. (If your company allows, post it to our Facebook page: facebook.com/myemployees. We'd love to celebrate with you, too!)

- 60% of Best-in-Class organizations stated that employee recognition is extremely valuable in driving individual performance.”
(Aberdeen Group, The Power of Employee Recognition, 2013)
- Companies with strategic recognition reported a mean employee turnover rate that is 23.4% lower than retention at companies without any recognition program.

(SHRM/Globoforce Employee Recognition Survey, 2012)

- Recognition is an important psychological need. Employees who know that they will receive recognition for acting on the brand promise will have a strong incentive to do so.

(Gallup, 2013 State of the American Workplace)



Spot-On Kits



Using Your Spot-On Cards

A hand-written thank you note has a certain elegance you can't get with a typed or printed letter. Express your gratitude with a short, concise message. Detail briefly why it is you are grateful, how it's made an impact, and close with "Sincerely."

Shout-Out Pads Make Peer-to-Peer Easy

Encourage your team to acknowledge each other's help and accomplishments. Peer-to-peer recognition reinforces a culture of appreciation in your workplace and builds teamwork. The closer your team is to each other, the greater their loyalty and job satisfaction.



| | |
|-----------------------------|---|
| I just gave a Shout-Out to: | To: <u>Bryan</u> |
| <u>Bryan</u> | <u>Thank you for being such a great help</u> |
| Because: <u>he helped</u> | <u>finishing our latest project. The improvements you</u> |
| <u>finish the project</u> | <u>made were unbelievably amazing! Thank you for</u> |
| <u>on time and made</u> | <u>being a team player.</u> |
| <u>improvements.</u> | |
| From: <u>Karen</u> | From: <u>Karen</u> |

(We included a handy poster for you to put up in your break room with easy instructions showing your team how to use the Shout-Out pads)

Additional Recognition Rewards

Certified Trainers & Long-term Associates

Employees who go the extra mile are harder to come by these days. Recognize special team members who work hard to get extra training and who stay with you for 5, 10, 20, or more years.



Photo Wall Plaque

Give your stars an added personal touch by including their photo in their recognition.

Above & Beyond

Sometimes you want to appreciate someone for a special achievement outside of normal duties. The Above and Beyond award is perfect for those occasions.



Manager on Duty

You deserve recognition, too! Order your personalized Manager on Duty plaque with interchangeable name plates for the entire management staff.



myemployees.com

312 Crowatan Road • Castle Hayne, NC 28429

PHONE (910) 392-9663 • FAX (910) 350-0230

MONTHLY AWARDS PROGRAM FAX SHEET

This sheet is for faxing in the names of your Monthly Winners for your Employee Recognition Program. Please use this sheet as your master sheet. Please make copies and use one each month to alert us concerning your monthly winners.

Thank you.

PLEASE FAX TO: 910-350-0230

**** NO COVER SHEET IS NECESSARY ****

COMPANY NAME / STORE #: _____

CITY & STATE: _____

CONTACT PERSON: _____

MONTH: _____

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PLEASE PROVIDE YOUR EMAIL ADDRESS: _____