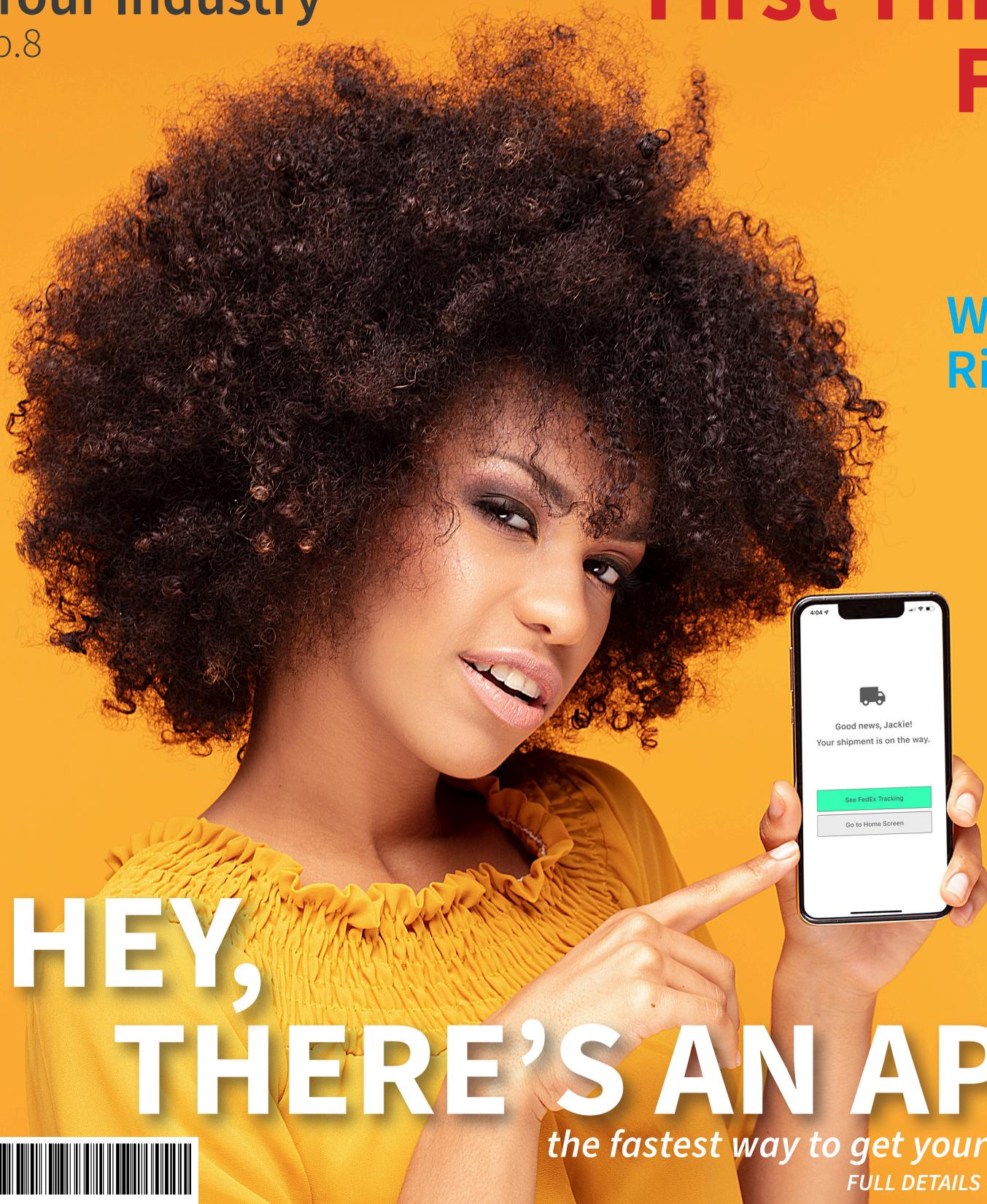


KICKSTART

**Top 3 Criteria For
Your Industry**
p.8

**First Things
First**
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**What's a
Rise Kit?**
p.10



**HEY,
THERE'S AN APP!**

the fastest way to get your awards

FULL DETAILS ON THE BACK >>>



A Note From Our CEO

On behalf of myself and everyone on the team here at MyEmployees, we are thrilled to work with you as you recognize and reward your top performers. We are going to do everything in our power to make sure your program is a winner. You are on your way to creating a workplace culture that will improve employee motivation, increase employee retention, and make you a more successful leader. We've helped thousands of managers all over the country for over 30 years, and now it's your turn.

Thank you for choosing MyEmployees!

David Long
Author, Speaker, CEO



When you're finished reading

Here's your chance to position yourself as a top leader in your company, maybe even your industry. After you've gone through KICKSTART, share it with the other leaders on your team. Give a copy to the regional and district managers in your company. Share it with other leaders in your community. The information in this magazine can change someone's life, and you will have been the catalyst for it. Share the knowledge!

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FIRST THINGS FIRST!

How it Works

Running a business puts a lot of demands on your time. That's why the MyEmployees system was designed to be the "Easiest Employee Recognition Program in America."

Everything you need is included in this box, right at your fingertips. All you need to do is submit your winner(s) each month. Then, depending on your program, we mail out your nameplates or acrylic awards the next business day.

Consistency is Key

Now that you've invested in your employee recognition program, here's your first tip to be sure you get the most out of it: Keep your recognition program current and up to date.

Like anything else, if you don't use it on a consistent basis, it won't be successful. Timing is everything. If you forget to pick

your winners for a few months and then try to play catch up, you'll only get a partial benefit compared to what you'd see by staying on track.

If you show your employees your recognition program is important to you, it will be important to them, along with the goals that you associate with the recognition. When they know it and believe in it, employee motivation will soar. Your team will work harder to win month in and month out, leading to a more productive workplace.

Plan It Out

Set a monthly deadline for choosing your winners, and add it to your work calendar. Share it with everyone on your leadership team so all submissions come in on time. Schedule a specific day and time for the award presentations, so everyone knows when and where it will be (for example: the 2nd Tuesday of each month at 3pm). If you're

consistent with these, they'll soon become part of your workplace culture.

Your Engagement Coach

To help you with consistency, along with everything else, you have your very own Engagement Coach (EC) who acts like your personal assistant to your program. Each month, your EC reaches out to you with a reminder when it's time to turn in your winner(s). Your EC's main purpose is to make your program a success.

If you haven't already, you'll have a conference call with your EC to talk about setting up your specifics, along with some tips and tricks for success. You'll also get a link to your EC's personal welcome page on our website. Bookmark that page, and save your EC's phone number and email to your contacts list in your phone. That way, you'll be able to easily reach out to your EC whenever you need to.

Turning In Your Winners

When it comes to submitting your winners, you get to choose the way that works best for you:

1. Download and use our app on the back of this quickstart guide.
2. Call or text your Engagement Coach's direct line.
3. Reply to their monthly email reminder

No matter which you choose, we'll ship out everything you need within 2 business days. 

Individual Awards

We laser engrave every award in house. Quality FTW.



Attaching Your Nameplates

12" x 12.5" Annual Wall Plaque



Where to hang the wall plaque

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.

Location, location, location

Several good placement examples would be a foyer, a waiting area, by the entrance of your business, or a common area employees like to gather.

Nameplate placement

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

You've got mail

After you submit your winners, we engrave them and ship them via FedEx within 2 business days. See below for what you need to do when you receive them.

5" x 7" Individual Plaque



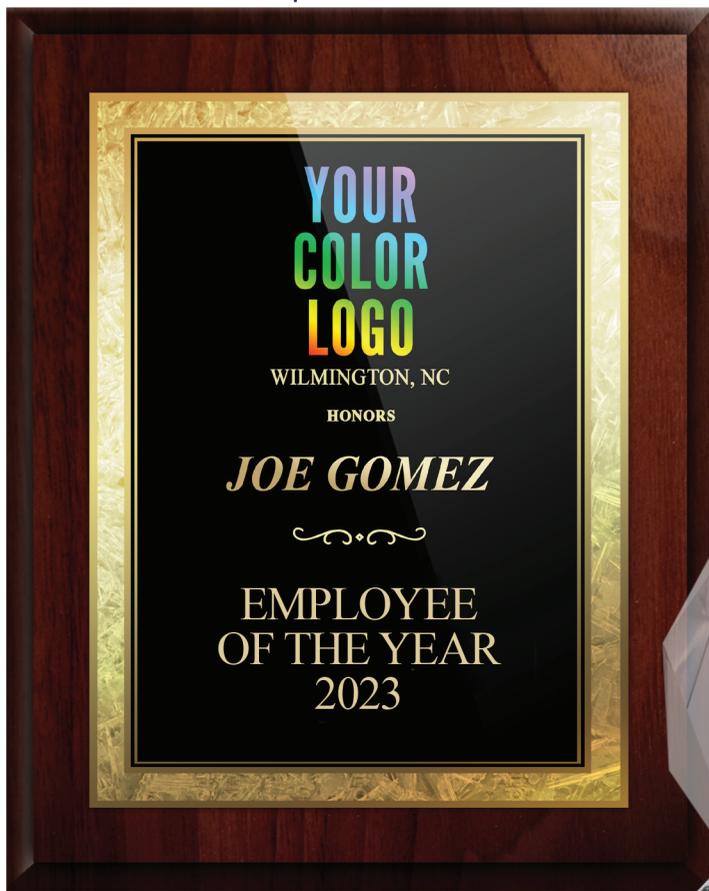
Place the nameplate 1/8" below the top plate.

Special Note: All nameplate shipments and awards come with FedEx tracking. Download our new app to see the tracking each month. Full details on the back cover.



Year-end Awards

8" x 10" Year-end Plaque



It's not in the box you just received, but...

The 8" x 10" Plaque comes standard with every yearly program. You will receive this plaque **at the end of the year** by submitting the winner(s)' name(s) and title(s).

When it's time, your Engagement Coach will reach out to you for the name you would like on the award. Many managers forget they have this award. You need to remember to track your criteria not only during each month, but a cumulative score of all the months to give to your yearly winner.

Some people have prefer to receive the prism award whether they purchased an acrylic program or not. That is perfectly fine. Just let your Engagement Coach know when providing the required information, and they will get you setup for a small additional cost.

Make the presentation the best of the year. Order a cake. Have the event catered. Get balloons. Make it a big deal. If it's a big deal to you, it will be a big deal to your employees.



(optional) 5.25" x 7.25" Year-end Prism

The Learning Center

myemployees.com/learn



Why Recognition?

Peep these recognition tips and tricks and get rolling with employee recognition.

Leadership Training

Become a top 10% manager in your industry and get the promotion you've always dreamed of.

Customer Stories

Get inspired by some of our most successful customers.

Our Culture

Yes, we're unique. Learn all about the fun and adventures that make us who we are.

Check out the video for picking better criteria



Picking The Right Criteria

Remember: It's not a popularity contest

How Do You Measure Success?

In order to get the most out of your employee recognition program, start by setting up your winner selection criteria to use as a guideline. Your criteria is one of the biggest factors that will affect the success of your program.

Selecting your monthly winner should never be a popularity contest. In our experience, this is proven to make your program ineffective and will ruin the return on your investment. Allowing your staff to vote for their favorite employee is one of the biggest reasons we see employee recognition programs fail, because it can potentially ignore actual job performance.

Criteria is King

Your decision for a monthly winner should be based on specific criteria based on measurable objectives.

As you set up your program, talk with your EC about what is important to you as a manager and to the success of your business. Think about the kinds of actions you want to reinforce in your workplace. Use those things as the basis for your criteria and winner selection.

Company KPI

The good news is you're probably already tracking much of what you need as part of your company metrics and KPI. Sales, time & attendance, add-ons & upsells, and specific company initiatives are all usually tracked by internal systems. It can be as easy as pulling up a report at the end of the month to see who had the highest performance.

If that's not an option, ask your Engagement Coach about other ideas. MyEmployees has worked with thousands of leaders

in dozens of industries for over 30 years. We've learned best practices from some of the world's biggest brands, and your EC is happy to share that knowledge with you. In fact, we'll cover some of the most popular criteria we see our clients use in a variety of industries on the next page.

Share the Goals with the Team

Finally, let your employees know exactly what is expected of them and what it takes to win. No one hits a target they can't see. Your employees will be most productive when they know specifically what it takes to win.

Clarity is key. Make sure everything is clearly communicated so there can be no ambiguity. This goes a long way toward preventing any question as to why someone won. When everyone knows exactly what it takes, there can be no argument. 🐾



CRITERIA

For Managers Like You

Introduction

We've been working with top managers all over the country in dozens of industries for over 30 years, and we're happy to share what we've learned from them with you.

Common criteria for most include:

What's their attitude like everyday?

Do they clock in on time?

How helpful are they to other employees?

How helpful are they to customers?

Are they available if needed to work on short notice?

How committed are they to the success of the company?

These are a great start, but you also want to get as specific as you can so your choice is clear and fair. Here are some of the ways different industries pick monthly winners. Of course, you'll want to focus on your industry first, but check them all out to get ideas from what others do to recognize their top talent.

Restaurant

In the Front of the House...

Ranking servers on things like alcohol, dessert, and appetizer sales gives you a clear number to choose a winner from, and increases average dollar per ticket.

Does your restaurant have a customer loyalty or return visit program? Track new sign ups to see who gets the most customers into your program.

Guest satisfaction surveys are also great. You can see who is getting the most filled out, and use what you learn in the surveys to make improvements in your restaurant.

In the Back of the House...

No one likes to see food sent back to the kitchen. Track the fewest number of plates that come back for food issues.

Ever had to deal with time & attendance issues? Reward employees who come to work when they're scheduled and show up on time.

Monitor your food cost techniques. The line cook that's using the right measurements and following recipes is saving you a fortune. Reward them for it!

Retail

Credit applications and loyalty cards mean more in-store purchases and possibly interest income from those charge cards. Track the cashiers and salespeople who get the most applications.

Do you have check-out lines? How fast are cashiers getting people through those lines? Measure scans per minute and reward the fastest cashier.

Select a different upsell item each month, and come up with a contest to reward the employee who sells the most of that specific item. Healthy competition is great for the team. Upsells, especially on high margin items, can mean the difference between hitting your monthly number or missing it.

Hospitality

One of your guests' first impressions is turning the key to their room and setting down their luggage. That room better look good! Use your daily inspection scores to keep track of room cleanliness, and reward the top performers each month.

Ever had to deal with time & attendance issues? Reward employees who come to work when they're scheduled and show up on time.

Guest satisfaction surveys are also great. You can see who is getting the most filled out, and use what you learn in the surveys

to make improvements in your hotel. The same could also apply to online rating reviews, especially when a team member is mentioned by name.

Healthcare

Representing core values is important to healthcare organizations. What do you value? Use them as part of your monthly selection, and your employees will embody them.

Employees who come to work when scheduled, come to work on time, and use the appropriate amount of time they take for breaks are incredibly valuable. Reward the employees who do this well, and others will start doing the same.

Track any issues you have with documentation for accuracy and timeliness. Employees who turn everything in correctly and on time deserve some praise.

Shipping & Trucking

Safety is a big part of the shipping and trucking industry. Reward drivers and handlers who stay accident-free with the fewest number of safety reports.

Truckers who log tons of miles in a month are working hard for you and your customers. Reward them for all the hours, time away from home, and time away from family.

How about package handling? Damages to freight are costly, both in time and money. Make fewest number of customer complaints and fewest damage reports part of how you select your monthly winners, and both handlers and drivers will be extra careful.

Still not sure? Your engagement coach is always available for a one-to-one chat for more ideas. 🌟

Making the Presentation

Presentation is Everything

Your employees' levels of engagement will closely mirror that of their leaders. If your team sees your recognition program as something that is important to you, it will be important to them.

Make a huge deal when awarding your winners. Do it in a public setting. Use the biggest company meeting you have each month that involves the most team members. If this scenario doesn't currently exist, create it.

Take a picture of the management team with the winning employee and their award. Pictures make awards ceremonies feel even more official, increasing the trophy value of each award & your entire recognition program. Give the employee a copy of the photo so they can remember their special day forever. Post the pic to Facebook, Twitter, or LinkedIn, and be sure to use @myemployees so we can share it on our pages, too!

Timing is Everything

The sooner your team members get their pat on the back, the more impact it will have. The reasons you recognize them will be more closely tied to the behaviors they exhibited. This goes a long way toward reinforcing that behavior.

Keeping your monthly recognition current and awarding winners as quickly as possible once the month is over maximizes the impact of your appreciation. It also proves to employees how important it is to your team's leaders. Falling behind with your recognition program (and worse, staying behind) has the opposite effect.

Sincerity is Everything

Seeing the pattern? All of these elements are crucial, and they all work together.

Sincerity is the ultimate follow-through with the ultimate payoff. In his Wall Street Journal best-seller **Built to Lead: 7 Principles for Becoming a Top 10%**

Manager, MyEmployees CEO, David Long, said: If you show your employees that you "genuinely care about them," they will "appreciate you in return."

If your leadership team invests time to set proper criteria for picking winners, measure employees' performances, purchase awards, and set an appropriate time & place to award your winner, don't waste all that effort by having someone casually or insincerely present your team members their awards.

Here's a tip for painlessly achieving sincerity: Explain precisely WHY each person is being recognized. Getting specific makes recognition more meaningful and, when done publicly, reaffirms what it takes to win for your entire team. 🌟



Take a picture and tag us in it when you post it!

@myemployees    

myemployees.com | 800.489.0230

Rise Kit

What's Included:

- 96 Spot-on Cards
- 102 Shout-out Pages
- 1 Awesome Pen



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 and impact, and close with "Sincerely."

Shout-Out Pads Make Peer-to-Peer Recognition 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 made</u>
<u>finish the project</u>	<u>were unbelievably amazing! Thank you for being a</u>
<u>on time and made</u>	<u>team player.</u>
<u>improvements.</u>	
From: <u>Kate</u>	From: <u>Kate</u>

Additional Recognition Awards

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.

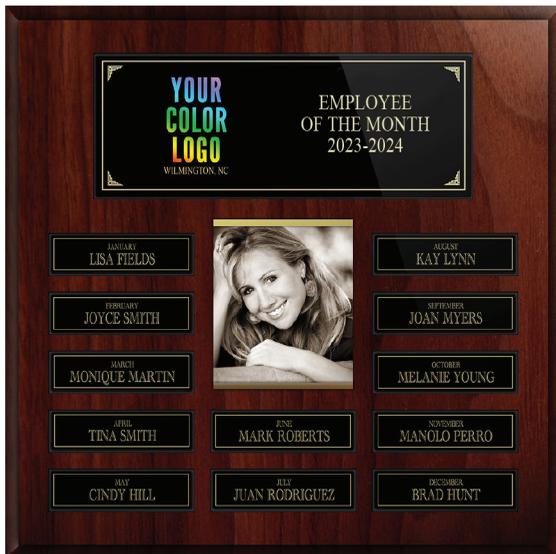


Photo Wall Plaque

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

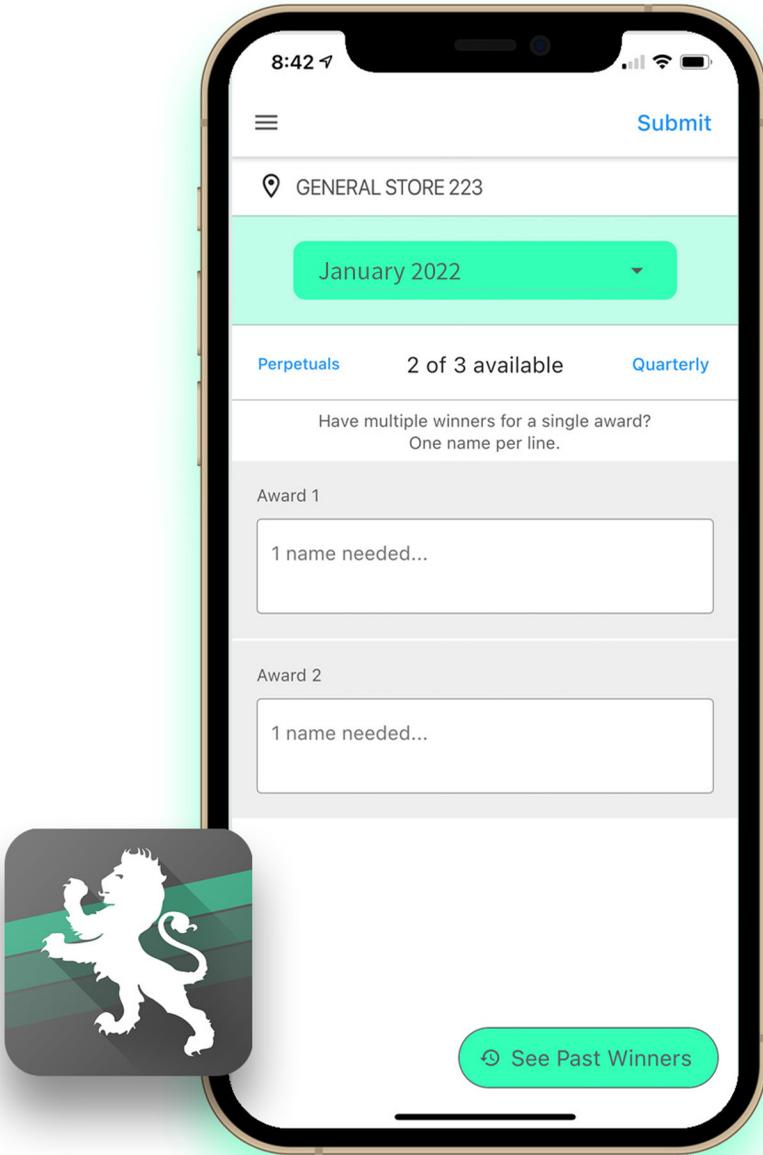
Above & Beyond

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 App

A Real Time Saver

Submit Winners.
Check FedEx Tracking.
See Past Winners.



myemployees.com/apple

Download today!



myemployees.com/android



“The new MyEmployees App is amazing! It’s super easy to submit your monthly winners. I highly recommend.”

Jason C. - Store Manager at Home Depot