

RECOGNITION GUIDE

Welcome to Kudos®

A place to connect and recognize your colleagues.



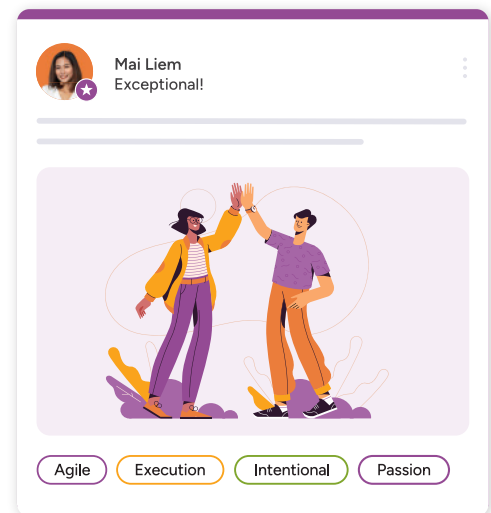
kudos®



What is Kudos?

Kudos is a place to celebrate the amazing moments that happen every day at work. You can send recognition anytime to anyone, on any team, at any level.

The different levels of recognition on Kudos allow space for everything: from a **Thank You** for someone who helped you find a file, to an **Exceptional** for someone who has achieved something extraordinary.




Recognition levels in Kudos

Recognize all contributions, big and small. Here are some tips for choosing the right level:

Thank You

A **Thank You** is an everyday appreciation moment. A simple act of appreciation at work where the behavior stood out or made your day.



Jonas Patel
Thank You!


Thank you for providing me with an awesome onboarding experience. I feel set up for success and am so happy to be on the team.

Supportive **Teamwork** **Execution**

4 hours ago From **Farah Taylor**

Good Job

A **Good Job** is used for recognizing someone who has performed better than average or expected, or for acknowledging the completion of a milestone in a larger initiative.



Angie Cohen
Good Job!


You really crushed it on the Q3 financial presentation! And your pie charts were pretty delicious. Keep up the good work!

Helpful **Passion** **Attentive**

4 hours ago From **Lewis Adjei**

Impressive

An **Impressive** is for someone who made a noticeable difference or impact and raised the standard of delivery expectations. This can also celebrate the end of a large initiative that took significant time and effort.



Jasmine Reyes
Impressive!


Fresh. Fresh. Fresh. That's how the plans for the new building look. Our client is going to be completely blown away!

Creative Thinking **Passion** **Positive**

4 hours ago From **Alec Ramos**

Exceptional

An **Exceptional** is when someone has exceeded delivery, job responsibility, and expectations. This could be used for someone going above and beyond, exceeding a goal or KPI or any other outstanding achievement.



Leina Cheung
Exceptional!

Woah! This year's conference was next-level amazing! You went above and beyond in building a program that kept everyone engaged and inspired. Your passion really shines through!

Creative Thinking **Passion** **Professional**

4 hours ago From **Sammi Walsh**

Recognition matters!

Every message sent on Kudos connects our work to our values through the value-aligned behaviors you choose to highlight.

How to write a recognition message

Make it memorable and make it meaningful.

Here are a few templates to help get you started:

Your contribution to [\[project\]](#) was amazing! Your work on the [\[contribution\]](#) will help us achieve our goal of [\[goal\]](#). You demonstrated fantastic [\[value 1\]](#) & [\[value 2\]](#). Great work!

Great job on the [\[project/report/presentation\]](#)! Because of your hard work, we were able to [\[goal/win/progress\]](#). I'm always so impressed by your [\[value 1\]](#) & [\[value 2\]](#). [\[Company name\]](#) wouldn't be the same without you.

Thank you for helping me out with [\[project/task\]](#)! Because of your help, we were able to [\[goal/win/progress\]](#). Your sense of [\[value 1\]](#) & [\[value 2\]](#) really shines through!



Recognition tips

- Bookmark Kudos and download the mobile app
- Make recognition a habit by scheduling time for it every week
- Add your favourite GIF to personalize the recognition
- Endorse recognition you see on the wall with the K+ button
- Challenge yourself to get on the leaderboard

Need help?

- Contact your internal Kudos Administrator
- Use the [Kudos Help Center](#)
- Contact Kudos Support directly via [chat, email, or phone](#)

About Kudos

Kudos is an employee engagement, culture, and analytics platform, that harnesses the power of peer-to-peer recognition, values reinforcement, and open communication to help organizations boost employee engagement, reduce turnover, improve culture, and drive productivity and performance.

Kudos uses unique proprietary methodologies to deliver essential people analytics on culture, performance, equity, and inclusion, providing organizations with deep insights and a clear understanding of their workforce.

Visit kudos.com today to learn more.

Learn more about how Kudos can help build your culture.

Get in touch →





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