

KUDOS. ADMINISTRATOR GUIDE

Kudos Nominations Admin Guide

kudos ®

Introduction

If your organization *already has* a nomination program:

Announcing, hosting, reminding, and sharing the recipients can now all be done right in Kudos.

[Here](#) is how to implement the nomination form and schedule communications using Kudos.

If you are looking to update or add to your nomination program, check out new nomination ideas [here](#).

If your organization *is new to* a nomination program:

This is a step-by-step guide on how to create a detailed plan to build and execute multiple nomination programs.

Use the [Nomination Worksheet](#) at the end of this guide. This guide will show you how to fill out each section in the worksheet.



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Building a Plan

Why Nominations

Traditional employee nomination programs give employees an opportunity to tell a story about the peer they are nominating and how their accomplishments have delivered something impactful for the business. Nominations can bring acknowledgment of standout achievements in a workplace where they may otherwise go unnoticed. Employee nominations are the original recognition program that highlights a limited number of individuals. They often include a high value reward, an approval process, specific eligibility, and also help communicate expectations of what is important to the organization.

Nomination programs are a small piece to a bigger solution.

Giving regular recognition should become a habit within your organization and should be used as a

building block to help retain talent, form healthier work relationships, and strengthen company culture.

Kudos Nominations

The Kudos nominations functionality is the latest addition to the Kudos Give Bar, the Admin panel, and our broader recognition program offering.

Kudos Nominations feature includes:

- The ability for administrators to create a nomination program (description, questions and award planning included) where all employees, or a select group / location / department can nominate or be nominated.
- The ability for employees to nominate a candidate for an award using the Kudos Give Bar.
- A downloadable CSV file of all nominations to support the winner selection process.

After all nominations have been approved and reviewed, the Administrator can present the winner(s) with an award using the existing award and badge functionality in Kudos.





Choosing Your Organization's Nomination Programs

Choose the type of nominations that resonate and enhance your organization's culture and goals.

1. Values

The Kudos platform requires a connection to your organization's values in every recognition message and you can see this breakdown in your Analytics dashboard. However, you may want to create a nomination program around one or all of your values to further encourage adoption and understanding amongst your employees and award those who are standing out.

Q TIP: You can leverage these in the [Nominations Worksheet](#).

Example: Values Nomination

NOMINATION NAME

Best Team Player (*where Team Player is your organization's value*)

NOMINATION DESCRIPTION

Team players in our organization are individuals who demonstrate collaboration and supportive behaviors in all that they do. We rely on these characteristics to help us meet our goals while also creating a great place to work. Tell us about your colleague(s) who consistently collaborate and support you in your work and experience here at *Organization Name*.

NOMINATION QUESTIONS

1. Describe how this individual's collaboration skills helped you or a team move a project forward.
2. Describe a time when this individual supported you, or someone else on your team and what difference that made for you.
3. Is there anything you would like to add in how this individual demonstrates a team player attitude?



2. Performance

Performance nominations are the most common type of nomination that celebrates individuals who go above and beyond to accelerate the organization. These nomination programs often have a high dollar value award and recipients communicate this achievement as a symbol of their capabilities.

Example: Performance Nomination

NOMINATION NAME

Outstanding Achievement Award

NOMINATION DESCRIPTION

This award recognizes individuals who demonstrate sustained excellence in delivering our mission here at *Organization Name*. Its recipients are the people who ensure our services meet the high standards that our customers enjoy and expect.

NOMINATION QUESTIONS

1. Our mission here at *Organization Name* is: *[Describe 2 to 4 examples that you have witnessed this individual supporting this mission. It is important to provide multiple examples as sustaining excellence requires consistency].*
2. Delivering high standards at *Organization Name* includes: *[Please articulate how these standards were met in the above examples or provide more examples on how these high standards were achieved].*

3. Department

Sometimes departments choose to highlight a goal, objective, or behavior that is important to their team's success. This type of nomination program reinforces the goal, objective, or behavior that is important to the team and recognizes those who go above and beyond expectations.

Example: Department Nomination

NOMINATION NAME

Outstanding Customer Service Award

NOMINATION DESCRIPTION

This award is to acknowledge and express appreciation for outstanding customer service by individuals here at *Organization Name*. Outstanding customer service includes behaving proactively to ensure a positive customer experience, simplified or improved processes, and restoring customer satisfaction and happiness.

NOMINATION QUESTIONS

1. Share how this individual has demonstrated one or all three of the following: behaving proactively to ensure a positive customer experience, simplified or improved processes, and restoring customer satisfaction and happiness.
2. Please include any quotes from customers that you are aware of.

4. Culture

Culture nominations are programs that are used to support or reinforce various characteristics or activities that are important to the organization. These programs may focus on a company's mission statement to reinforce purpose with their employees, be connected to a business or cultural objective to support ongoing awareness of their goals or they may be connected to an event that the organization invests in.

Because the variety of culture nominations is so broad, we have offered you two examples to consider.

Example 1: Culture Nomination

NOMINATION NAME

Innovation Award

NOMINATION DESCRIPTION

Our mission here at *Organization Name* is to be the best-run, integrated financial institution, building strong relationships with our clients to understand their unique needs and connect them with the resources they need to be successful. To achieve this mission, we are always crafting innovative solutions for our clients. This award goes to the person or team who took a great idea and scaled it into a solution for our business and / or clients.

NOMINATION QUESTIONS

1. Tell us about the problem this person or team was facing.
2. What was the idea or solution they pursued?
3. What was the outcome of this solution?



4. Community

Community outreach, impact and support are becoming more important in the overall employee experience.

One way that an organization can include this work in their employee experience by offering a nomination program that encourages employees to highlight their colleagues who they know volunteer their time to the local community and or charities.

Example 2: Culture Nomination

NOMINATION NAME

[Year] Community Passion Award

NOMINATION DESCRIPTION

Open to all employees here at *Organization Name*, the [Year] Community Support event is an opportunity for individuals to showcase their ingenuity and collaboration for how we can give back to our local and global community over the next calendar year. While we will choose 2 ideas to move forward with, there is no shortage of excellent and kind ideas generated in that room. Nominate the individual who came up with an idea that really resonated with you, and we will choose 10 recipients for this award.

NOMINATION QUESTIONS

1. What was the idea this person shared at our [Year] Community Support Event?
2. What about this idea resonated with you?
3. How do you think this idea would help our local or global community?

Example: Community Nomination

NOMINATION NAME

Community Impact Award

NOMINATION DESCRIPTION

Passion, dedication, and a commitment to community are the driving forces behind the volunteers who receive the Community Impact Award. This award recognizes the exceptional volunteer achievements of our colleagues here at *Organization Name*.

NOMINATION QUESTIONS

1. How does this individual make a difference in our greater community?
Please share information such as names of any organizations involved, and the volunteer work accomplished.
2. Share a story of how this individual inspires you.



Eligibility

Now that you have chosen your nomination program(s); determine who is eligible and who can be nominated. Is the nomination just for employees, or executives as well? Are you highlighting only managers or just a single department?

For example, performance nominations can be open for all employees to nominate or only open for leaders to select individuals displaying the characteristics required.

Nomination Description

What will you be sharing with your organization as an introduction and explanation for your nomination program? This will be the first thing nominators will see. Be sure to share:

- Why your organization is hosting this nomination, including why it is important and why it matters to your organization.
- An introduction to the specific criteria required to win this nomination.
- Your organization's values and definitions that are connected to the nomination program (if applicable).

Criteria

Next, you will need to highlight the criteria. What are the questions that you will ask the nominator? Some questions can start as:

- Why are you nominating this individual?
- Share a story of how this individual...
- Share an example of how this individual...
- Describe how this individual represents...

You can refer to [Choosing Your Organization's Nomination Programs](#) to view a few example questions for all nomination types.

Timing

Will you have a nomination window (i.e., monthly, quarterly), and if so, what is the time frame?

We recommend having at least one nomination program that is always on, so you never miss an opportunity to receive a nomination moment!

TIP: Get creative when naming your Award for the nomination so that it is memorable!



Budget

Is your nomination program monetary or non-monetary? Points are always optional with Kudos, and we encourage a recognition-first approach. For nominations, it is common to include a high dollar value award, such as Kudos points, or a big-ticket item. If a program is more frequent, consider a smaller award, where a leadership award or employee of the year can include a more significant dollar value gift.

If you choose to include points in your nomination program by rewarding the recipients of the nomination program with points, your next step is to determine your budget.

Considerations to get started:

$$\begin{aligned}
 &(\text{Frequency of program \#1} \times \text{number of recipients each time} \times \$ \text{ reward value}) \\
 &+ \\
 &(\text{Frequency of program \#2} \times \text{number of recipients each time} \times \$ \text{ reward value})
 \end{aligned}$$

If you are launching your new program mid-year, review your [points utilization](#). The expired points are a budget you can pull from to get this program off the ground.

Just remember to communicate the following year’s budget requirements for approval to ensure consistency of the program.

Approval Process

Once the nomination window is closed, who will choose the recipient(s)? There’s a variety of ways in how this is chosen, including:

- **Individual:** For the more frequent programs, it might suffice to just have one individual select the recipient(s) of the award.

- **Committee or department:** If you are choosing a committee, we recommend including a diverse group of individuals and those who are closely connected to the objective of the nomination highlights.
- **Leadership:** This can be manager level, executives, or a committee of executives.
- **A two-step combination:** This option can include a group that shortlists the nominations, and then a final group / individual who chooses the recipient(s).

Communications and Celebration

Announcing, hosting, reminding, and sharing the recipients can all be done right in Kudos. For frequent nomination programs (monthly or quarterly), notify people of your recipients via email.

For the nomination programs where the criteria is complex or the reward is high, we recommend choosing an additional special way outside of Kudos to announce the recipients.

Communication and Celebration Ideas

- Is there a big internal event or meeting where you can make the announcement in person or over a video call?
- Put together a video montage of congratulations from their colleagues and manager.
- Put together a PowerPoint to congratulate the winners. You can include their head shot.
- Share quotes from the nomination submission.
- Who will announce the recipients? The announcement can be the CEO, an executive, or a leader who is closely connected to the objective of the nomination highlights.
- After announcing the winners, have a place to host and celebrate your winners that employees can look back to, such as in Kudos Spaces.

Approval

Now that you have your proposal ready, it is time to gain approval.

Approval stakeholders to consider:

1. Review with your executive team an overview of each nomination program (see the Nomination Worksheet [here](#)).
2. Review with Human Resources or organizational culture colleagues to ensure their guidelines and best practices are being met.
3. After approval, you may want to have your internal communications or marketing team review your communications and graphics. Include them in this overview so they are in the loop.

Execution

1. Building the nomination form and email communications:

We have provided you with [nomination form questions and communication templates](#) for two types of nomination programs – one values-based and one performance-based. Feel free to adjust or create new ones.

If you choose to use our templates, consider the following personalization:

- How do you regularly greet your team?
- What information can you add to each message that is useful in the context of that nomination? For example, if your program is:

Values-based: include definitions of your values. Template available [here](#).

Performance-based: touch on why this nomination connects to your business goals or milestones for the year. Template available [here](#)

💡 TIP: Add your program communications in other ways your team communicates internally, such as Town Hall, Slack, Microsoft Teams, a safety meeting, daily stand-ups, an intranet, eNewsletter, a company newspaper, etc.

Department-based: discuss past department achievements and upcoming milestones.

Culture: include your mission and how it ties back to this nomination.

Community: include information about your organization's volunteer program (such as volunteer hours).

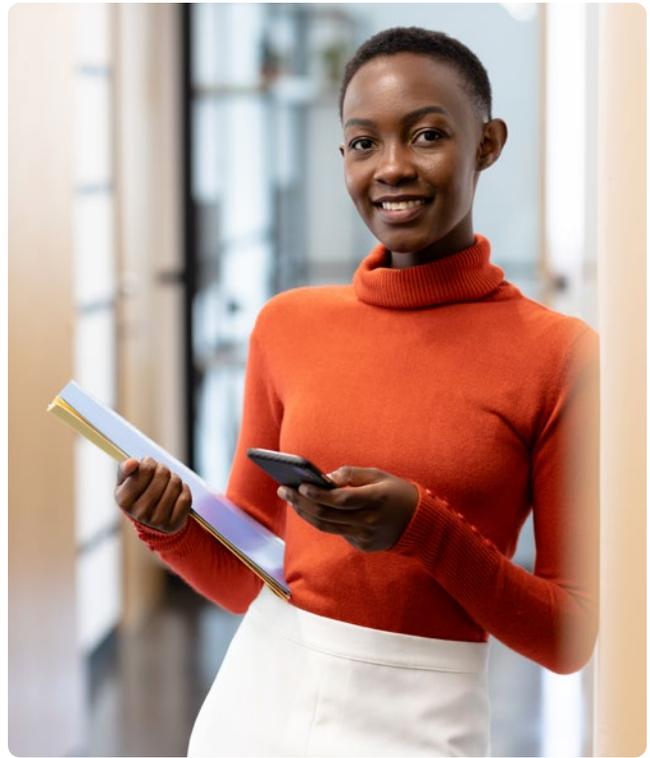
- Our templates ensure your announcement and reminders have unique wording to interest and engage your readers to go back into Kudos to nominate. What else should you add so it sounds like your business communications?
- How should you sign it off? This communication can be sent from Human Resources, Corporate Communications, or an executive team member who is championing either recognition or the nomination program.

As mentioned, consider sharing these templates with your organization's communications or marketing team to either take on this task or review what you create.

2. Promote with graphics:

- **Kudos Banner:** Update the banner to temporarily showcase and remind employees of the nomination program, asking them to nominate! A good time to make this banner live is when announcing a new nomination, if you have migrated your nomination into Kudos, if the deadline for nomination submissions is coming up, or if you see a lag in nominations. Learn more about using a Kudos banner [here](#).
- **Images for Kudos Sidebar Widgets:** The Main Wall has an option to add an image in a Sidebar Widget. This image should be a fun visual to enhance the program and include the call to action to: "Nominate!". Learn more about using a Kudos Sidebar Widget [here](#).
- **Kudos Badge:** You can choose to send Kudos Awards with unique Badges to the recipients of your nominations, to those who nominated a colleague to thank them for participating and to those who were nominated to celebrate their nomination. We have a variety of badge design options available for you to use. You can learn more about using Badges [here](#).
- **Poster:** Put posters up around the office! Posters are a great way to spread the word about your nominations program and remind employees to participate.

💡 TIP: Lean on your marketing team for support or utilize an easy-to-use design application such as [Canva](#). You can personalize your designs with your organization's brand colors and guidelines.



3. Configuring nominations in-app:

Now you are ready to set up your nomination program right in Kudos, including announcing, hosting, reminding, and sharing to recipients. This includes:

- An introduction to build excitement and share criteria for the nomination.
- Host questions for the nominator to fill out.
- Emails and Wall Posts to schedule out the announcement, multiple reminders and conclusion.
- Kudos Spaces for hosting a celebration of the winners.

[Here is a guide](#) on how to set this up.

4. Lead by example by nominating your colleagues:

Once your program is live, lead by example by nominating a colleague or two (or three!).

5. Choose your recipients:

The Kudos platform provides you with a CSV download of all nominees and the answers to the nomination form. Share this with the individual or group(s) who are selecting the recipients. Find the instructions on how to download the nominations [here](#).

6. Kudos Badges:

Once your recipients have been decided on and announced in a special way, it is time to utilize Kudos Badges and ensure this moment is captured on the Kudos Wall as well as on the recipient's Kudos Profile.

First, Badges to the recipients of your nominations are a way to award (with points as the monetary value of the award, providing them a choice on what they want to purchase) or additionally award (without points!) These Badges are a special way to celebrate, sharing a message on the Kudos Wall, and being displayed permanently on the Me page for them to showcase and refer to.

Second, we recommend sending Badges to those who were nominated; celebrating them for being recognized in your nomination program. As runner-ups – these individuals have done something that has warranted someone to take time to nominate them. Celebrating and appreciating these individuals by sending a Badge is a great way to celebrate these big contributions. We recommend sending this Badge with no points or with points of a lesser value than the award for the recipients of the nomination.

Lastly, you can send badges to those who nominated a colleague, thanking them for participating in the program. By sending them a Badge, your organization is recognizing individuals who are paying attention to what your organization deems important as well as taking the time to share that information with you. We recommend sending this Badge with no points.



Are you curious about what to say in each of these certificate messages? We have you covered – these are at the bottom of the [templates](#) for each nomination program sample.

7. Celebrate by using Kudos Spaces

Spaces is a great way to host content for employees. If your team puts together a congratulatory video or PowerPoint for the recipients, host it in Spaces. You can also include their head shot, wording taken from the nomination submission, or a collection of congratulations from their colleagues and manager. We have samples on how you can set up your Kudos Spaces to celebrate your recipients [here](#).

Congratulations! You have completed your nomination recognition program. Read more about the benefits of employee nominations on our [blog](#), along with more creative ways to celebrate your nominations.

Nomination Worksheet

Nomination type

Description

Nomination name

Criteria

Nomination question 1: _____

Nomination question 2: _____

Nomination question 3: _____

Include Qualities in Kudos:

Yes

No

Timing

Frequency: _____

Number of recipients each time: _____

Submission start date(s): _____

Submission end date(s) (or none): _____

Budget

Award description: _____

Dollar value per award: _____

Total budget: _____

Approval process: _____

Celebration

Date(s): _____

Details: _____

Values-based Template

Nomination description

Value Name is one of our Values here at *Organization Name*. [Share definition of Value]. *Value Name* helps us [insert blurb that uses the Kudos qualities associated with the Value]. Nominate a colleague today who is consistently showcasing *Value Name*.

Nomination form

Question 1: Describe to us a time where this individual supported you, or someone else on your team with [list a Kudos quality associated with the value].

Question 2: Share with us how this individual practiced [list a Kudos quality associated with the value] in a process or deliverable.

Question 3: Describe a time where this individual's [list a Kudos quality associated with the value] skills helped you or a team move a project forward.

Question 4: Is there anything else you would like to tell us in how this individual demonstrates *Value Name*.

Question 5: Select the Qualities you think represent this individual the most. *Value Name* here at *Organization Name* is showcased through [list the Kudos qualities associated with the value].

Email announcement

Subject: Nominate a colleague: *Award Name*

[Optional: insert an image to use as a banner. This can include the *Award Name* or the value name, including the definition of the value.]

Salutation,

Value Name is one of our Values here at *Organization Name*. [Share definition of Value.]

The Award Name

Every month / quarter / year, *Organization Name* celebrates the *Value Name* culture that runs deep within our organization by awarding a recipient the *Award Name*.

Value Name helps us [insert blurb about value, utilizing the Kudos qualities associated with the value]. For this reason, our organization highly values *Value Name* and promotes it through programs like our month / quarter / yearly *Award Name*.

The window to nominate a colleague for the *Award Name* starts today and ends on *Date*. Nominate a colleague by clicking "Nominate" right in Kudos.

We offer a special thanks to anyone who takes the time to nominate a colleague. Without you, there is no celebration.

Sign Off

Email – reminder 1

Subject: What does *Value Name* look like at *Organization Name*?

Salutation,

Celebrating *Value Name* is an opportunity for us to recognize our most *[insert adjective(s) connected to value]* employees here at *Organization Name*.

[List examples of what day-to-day actions, accomplishments, and milestones can look like for this value and how it supports your organization's mission. For example: "From submitting a new invention to achieving a new process outcome, these individuals are passionate about moving the hospital, and therefore patient care, forward."]

So we ask you: who do you know that displays *Value Name* here at *Organization Name*? Share your stories with us by *Date* by nominating a colleague who showcases our *Value of Value Name*. Take 10 minutes to highlight an outstanding colleague by clicking "Nominate" in Kudos.

Sign Off

Email – reminder 2

Subject: Celebrating *Value Name* at all levels

Salutation,

Value Name happens at all levels here at *Organization Name*. The *Award Name* honors a diverse group of individuals who supports our mission of *[insert your organization's mission]* through *Value Name*.

Each *month / quarter / year* the *Award Name* is given to a *[list out different job titles with different levels at your organization. For example: scientist, researcher, surgeon, nurse, administration, or anyone here at the hospital]* who *[insert blurb about value and how it connects to your*

organization's mission. For example: "whose innovative solutions have made tremendous progress in providing the best possible patient care in the world"].

Share with us a colleague who displays *Value Name* with *[list the Kudos qualities associated with the value]*. Nominations for this *month / quarter / year* ends on *Date*. Get started by clicking "Nominate" in Kudos.

Sign Off

Email – reminder 3

Subject: Last few *days / week* to nominate: *Award Name*

Salutation,

It is the last *few days / week* to share who you think should receive the *Award Name* for this *month / quarter / year*.

Nominate a colleague in Kudos by *Date* in Kudos by clicking "Nominate", highlighting an individual who *[insert blurb about value or list out the Kudos qualities associate with the Value]*.

We will be sharing the recipient of the *Award Name* for this *month / quarter / year* during *Event Name / on Date*.

Sign Off

Email – announcing winners

Subject: Congratulations this *month's / quarter's / year's* Award Name Recipient!

[Optional: insert an image to use as a banner. This can include the Award Name and a "Congratulations!" with the recipient's name.]

Salutation,

Please join us in congratulating *Recipient Name*, the recipient of the *Award Name* for this *month / quarter / year*, announced during *Event Name*.

[Insert blurb about recipient's achievements.]

["Quote(s) pulled from nomination submission."]

Secondly, we want to congratulate all nominees for their contributions to the *Organization Name* culture of *Value Name*. These incredible stories showcase how we are *[insert blurb about the benefits of the organization practicing the value. Consider utilizing your organization's mission or vision]*. You will see a badge on your Kudos profile shortly!

And last, thank you to those who contributed to our culture of *Value Name* by sharing stories of their colleagues' great *[list out the Kudos qualities associated with the value]*. A Kudos badge will be coming your way, too.

Every *month / quarter / year*, we award a recipient for the *Award Name*. You may submit a nomination for the next *month / quarter / year* starting *Date*. You may also view past recipients here to hear more stories of *Value Name*.

Our celebration of *Value Name* does not end here. At any point you can recognize a colleague in Kudos for *Value Name* by clicking "Recognize" in Kudos. So we ask, who are you going to recognize next for *Value Name*?

Sign Off

Badges

Badge 1: Participants those who nominated

Name: *Value Name* Advocate

Message: Thank you for sharing stories of your colleagues showcasing great *Value Name*. Without you, there is no celebration.

Badge 2: Those who were nominated (and not the recipients)

Name: *Value Name* Ambassador

Message: You were nominated for contributing to *Organization Name's* culture of *Value Name*. By displaying *Value Name*, you have displayed *[list out Kudos qualities associated with value]*.

Badge 3: Recipients of Nomination

Name: *Award Name* Recipient

Message: Congratulations! You are the recipient of this *month's / quarter's / year's* *Award Name*! You are being celebrated for your *Value Name* contributions to our organization *[insert blurb about benefit of value. Consider using your organization's mission or vision]*.

Performance-based Template

Nomination Description

This award recognizes individuals who demonstrate sustained excellence in delivering our mission here at *Organization Name*: *[insert your organization’s mission here]*. Its recipients are the individuals who *[insert blurb on what delivering excellence means]*.

Nomination Form

Question 1: Our mission here at *Organization Name* is:

Describe 2 – 4 examples that you have witnessed this individual supporting this mission. It is important to provide multiple examples, as sustaining excellence requires consistency.

Question 2: Delivering high standards at *Organization Name* includes:

Please articulate how these standards were met in the above examples or provide more examples on how these high standards were achieved.

Email – Announcement

Subject: Nominate a colleague: Outstanding Achievement Award

[Optional: insert an image to use as a banner. This can include the Award Name and / or a description of the Award.]

Salutation,

Our mission is to *[insert your organization’s mission here.]* As a team, we are constantly *[list out examples of how your employees support this mission. For example: “looking for new solutions to provide the best possible technology in the world through ideas, improvement, and research”]*.

The Outstanding Achievement Award

Every *month / quarter / year*, *Organization Name* celebrates the outstanding achievements of team members.

We celebrate the moments and milestones accomplished to *[insert additional blurb about your organization’s mission or vision]*. For this reason, our organization celebrates those who showcase just that through programs like our *month / quarter / yearly* Outstanding Achievement Award.

The window to nominate a colleague for the Outstanding Achievement Award starts today and ends on *Date*. Nominate a colleague by clicking “Nominate” right in Kudos.

We offer a special thanks to anyone who takes the time to nominate a colleague. Without you, there is no celebration.

Sign Off

Email – Reminder 1

Subject: What does Outstanding Achievement look like at *Organization Name*?

Salutation,

Celebrating Outstanding Achievement is an opportunity for us to recognize *[list out common job titles at your organization]* or any colleagues here at the organization who demonstrate sustained excellence in delivering our mission here at *Organization Name*.

What are some standout moments from this past *month / quarter / year*? Who accomplished a big milestone? Who helped you achieve a goal?

Outstanding achievement can look like *[list out day to day examples of what this can look like. For example: "always showcasing new code, consistently improving processes, achieving great client care, or hitting big goals"]*.

So we ask you: who do you know that showcases excellence here at *Organization Name*? We ask that you share your stories with us by *Date* by nominating a colleague who has proven outstanding achievement. Take 10 minutes to highlight an outstanding colleague by clicking "Nominate" in Kudos.

Sign Off

Email – Reminder 2

Subject: Celebrating excellence at all levels

Salutation,

Excellence happens at all levels here at *Organization Name*. The Outstanding Achievement Award honors a diverse group of individuals whose spirit of excellence supports us in *[insert organization's mission here]*.

Each *month / quarter / year*, the Outstanding Achievement Award is given to a *[list out common job titles at your organization]* or anyone here at the organization whose consistency in excellence has made tremendous progress in *[utilize a blurb in your organization's mission or vision]*.

Share with us a colleague who has unmatched talent and spirit, pushing for excellence. Nominations for this *month / quarter / year* ends on *Date*.

Get started by clicking "Nominate" in Kudos.

Sign Off

Email – Reminder 3

Subject: Last *few days / week* to nominate: Outstanding Achievement Award

Salutation,

It is the last *few days / week* to share who you think should receive the Outstanding Achievement Award for this *month / quarter / year*.

Nominate a colleague in Kudos by *Date* in Kudos by clicking "Nominate", highlighting an individual who pushes for excellence with *[share a few examples of what excellence means. For example: "with consistent ideas and improvement."]*

We will be sharing the recipient of the Outstanding Achievement Award for this *month / quarter / year* during *Event Name / on Date*.

Sign Off

Email – Announcing Winners

Subject: Congratulations this *month's / quarter's / year's* Outstanding Achievement Award Recipient!

[Optional: insert an image to use as a banner. This can include the Award Name and a "Congratulations!" with the recipient's name.]

Salutation,

Please join us in congratulating *Recipient Name*, the recipient of the Outstanding Achievement Award for this *month / quarter / year*, announced during *Event Name*.

[Insert blurb about recipient's achievements.]

["Quote(s) pulled from nomination submission."]

Secondly, we want to congratulate all nominees for their contributions of excellence. These incredible stories showcase how we are *[insert blurb about the benefits of the organization practicing excellence]*. You will see a badge on your Kudos profile shortly!

And last, thank you to those who contributed to our culture by sharing stories of their colleagues' outstanding achievements. A Kudos badge will be coming your way, too.

Every *month / quarter / year*, we award a recipient for the Outstanding Achievement Award. You may submit a nomination for the next *month / quarter / year* starting *Date*. You may also view past recipients here to hear more stories of excellence.

Our celebration of outstanding achievements does not end here. At any point you are able to recognize a colleague in Kudos for excellence by clicking "Recognize" in Kudos. So we ask, who are you going to recognize next?

Sign Off

Badges

Badge 1: Participants who nominated

Name: Celebrating Outstanding Achievement

Message: Thank you for sharing stories of your colleague's showcasing outstanding achievement. Without you, there is no celebration.

Badge 2: Those who have been nominated (not recipients)

Name: Outstanding Achievement Nominee

Message: You were nominated for the Outstanding Achievement Award. Thank you for your contributions towards our organization's mission: *[insert your organization's mission here]*.

Badge 3: Recipients of nomination (sent individually)

Name: *[Insert month / quarter or year. For example: June's / Q3's / 2023's]* Outstanding Achievement Recipient

Message: Congratulations. You are the recipient of this *month's / quarter's / year's* Outstanding Achievement Award. You are being celebrated for your outstanding achievement in *[personalized wording of individual's contributions]*.

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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