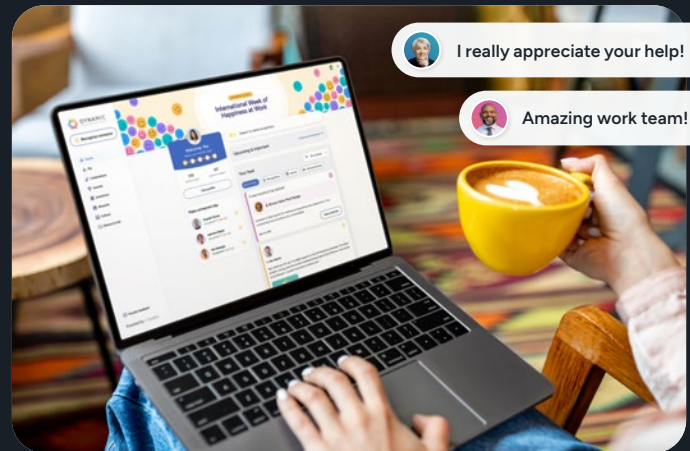
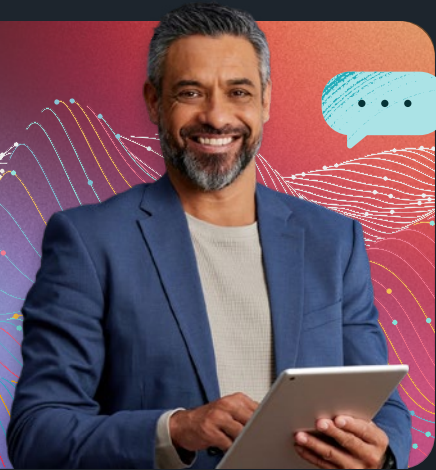




The Manager's Quick Guide to Kudos

The most memorable recognition comes from a manager.



 I really appreciate your help!

 Amazing work team! 🙌

The most memorable recognition comes from a manager.

Being a great manager means more than just tracking performance, it's about building a culture where your team feels valued, supported, and connected every day.

Kudos gives you simple, powerful tools to recognize contributions, celebrate milestones, and keep a pulse on your team's engagement.

This guide highlights the features you'll use most as a manager and how to get the most out of them, so recognition becomes part of your leadership routine.

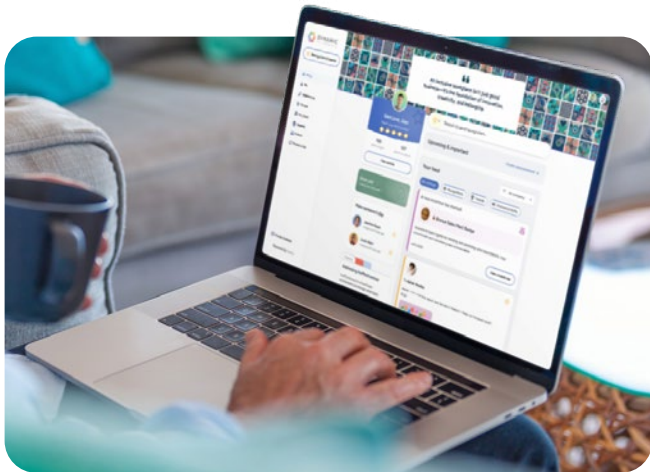


 I appreciated your help today!

 Amazing work, David! 🙌

Homepage

Your recognition at a glance shows your leaderboard rank, along with how many of your direct reports you've recognized in the last 30 days.



Your recognition at a glance ⓘ

Leaderboard rank

#2/129

Leaders: 







Direct reports recognized by me

3/4

Unrecognized: 

[View all analytics →](#)

Make someone's day

-  **Everett Torres**
recognized 14 days ago 
-  **Jasmine Reyes**
recognized 13 days ago 
-  **Mo Mahajan**
recognized 9 days ago 

Your recognition at a glance widget

How to use it:

- ✓ Check your current ranking on the Manager Leaderboard (based on how many direct reports you've recognized in the last 30 days).
- ✓ See the total number of direct reports you've recognized in the last 30 days.
- ✓ Click View all analytics to explore more insights.

Make someone's day widget

How to use it:

- ✓ See which of your peers or team members haven't been recognized recently (includes your direct reports and colleagues who report to the same leader as you).
- ✓ Click the ★ icon to send recognition quickly or click on their name to view their profile and get to know them better.

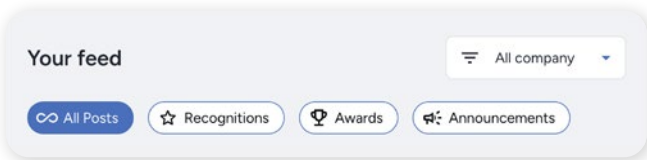


★ Recognize someone

Sending recognition

How to use it:

- ✓ Click ★ Recognize someone to open the recognition modal from anywhere in the platform. Next, select one or more recipients.
- ✓ Use the AI-powered Recognition Assistant to refine your message so it's clear and personal with just one click.
- ✓ Save as a draft or schedule it to send later, perfect for timing recognition around key moments (like Monday mornings or after performance reviews).



Your feed

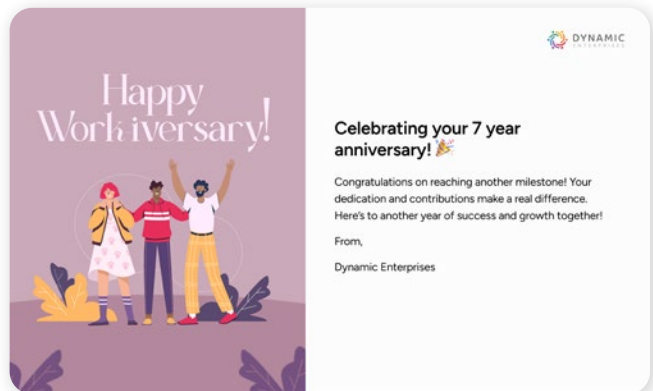
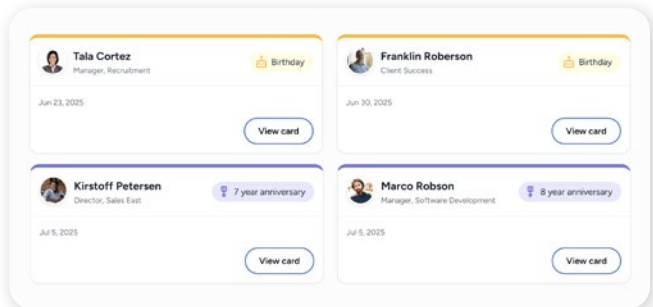
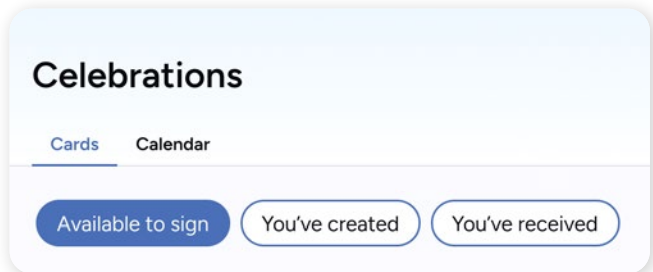
How to use it:

- ✓ Filter by your team, department, division and more to create a default view that's focused on what matters most to you.
- ✓ Endorse and react to posts from your team and across the company to amplify their impact and show support.

Celebrations



- ✓ Watch for a weekly email with your team's upcoming celebration events, plus a reminder on the day of the celebration (no email will be sent if there are none or if you have disabled the notification in "My Settings").
- ✓ Open and sign the card (could be a manual card that someone on the team has created, not necessarily automated) and invite the rest of your team to contribute a personal message.
- ✓ Review the Celebrations Calendar (automatically filtered to My Direct Reports).



ANALYTICS



Activation

95% ↑ 5%

Participation

85% ↓ 10%

Reach

100% ↑ 10%

Recognition sent

102 ↑ 10%

+10 from April

Avg. 5/user

Recognition received

100 ↑ 5%

+5 from April

Avg. 5/user • 20% reach

Analytics

Engagement Report





How to use it:

- ✓ **Review key KPIs** (e.g. activation, participation, reach):
 - Identify low-activity users and set a recognition goal for them. Consider pairing them with active users to encourage participation.
- ✓ **Track trends in recognition sent and received:**
 - Share positive examples in team meetings to celebrate momentum and model great recognition. If trends are declining, introduce recognition rituals (e.g., “Friday shoutouts”).
- ✓ **Spot top achievers on your team:**
 - Acknowledge them in team or company-wide meetings or nominate them for formal awards. Use their example to inspire others.
- ✓ **See how your team’s activity reflects company culture values:**
 - Highlight recognition messages tied to underrepresented values and encourage more messages that align with those values.

Manager Leaderboard

How to use it:

- ✓ See how you compare with other managers in your company.
- ✓ See which team members you haven't recognized in the last 30 days and drill into the Direct Reports Recognized view for more detail.
- ✓ Click Recognize directly from the dashboard to send recognition.

Name	Date last recognized ↓	
 Everett Torres e.torres@dynamiccenterprises	Sept 03, 2025 (1 day ago)	☆ Recognize
 Farah Taylor f.taylor@dynamiccenterprises	Sept 03, 2025 (1 day ago)	☆ Recognize
 Jasmine Reyes j.reyes@dynamiccenterprises.com	Sept 04, 2025 (0 days ago)	☆ Recognize
 Mo mahajan m.mahajan@dynamiccenterprises	Sept 04, 2025 (0 days ago)	☆ Recognize

Still not sure where to start?

Here are a few simple habits that keep you and your team consistently engaged. Use this checklist as a quick reference to stay on track.

Manager's Recognition Checklist

Keep these quick habits in mind to maximize impact with your team:

- ★ Send at least 5 recognition messages per month.
- ★ Recognize every direct report at least once every 30 days to ensure no one feels overlooked.
- ★ Check the Celebrations tab weekly to sign birthday, anniversary, and welcome cards, and invite others to sign.
- ★ Scan the feed weekly and endorse recognition posts to and from your team and beyond.
- ★ Review my team's Engagement report during performance reviews to highlight contributions and growth.
- ★ Bonus item: Schedule a time each week (10-15 mins) to review your team's accomplishments and send recognition.





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