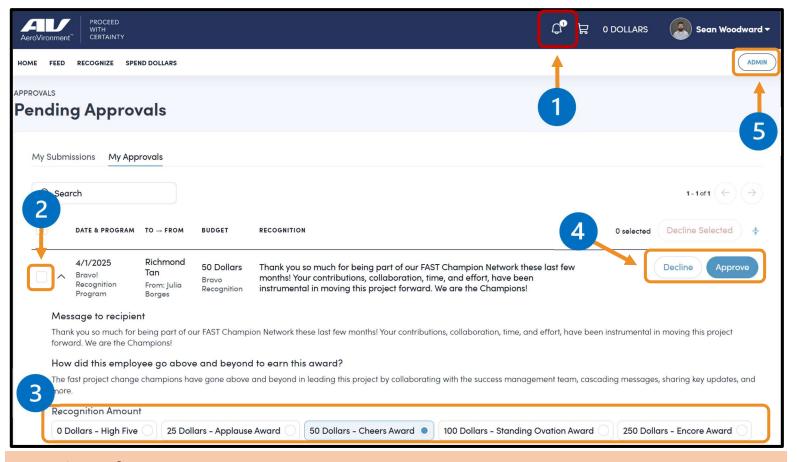
BRAVO! Job Aid for Managers



How to **Approve or Decline** Award Nomination

- 1. Click Bell notification icon to view any Pending Approvals
- Click arrow down for full details.
- **3.** Review recognition message and reason coordinate with the person who initiated the award if you are going to adjust the Recognition amount (higher or lower). Change the amount by selecting new Recognition Amount.
- **4.** Click **Approve** or **Decline.** If declined, you have to provide a reason to the person submitting the award and coordinate a resubmittal.



Admin for Managers

5. Click ADMIN button (displayed above) to view dashboard and filter through Users and Reports for current and previous recognition data.



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BRAVO! Job Aid for Managers



Managers: How to recognize your Employees on their Anniversary

Employee Service Awards

As a Manager, you will receive **email notification** <u>seven days prior to the milestone</u>, (from <u>no-reply@awardco.com</u>) for your employee's key AV anniversary service date. (i.e.1,3,5,10,15,20,25,30,35,40 Years).

Best Practices for Managers

- 1. Recognize employees in a timely manner
- 2. Provide a personalized message when you email them
- 3. Recognize employee during team meeting and tie to our company values
 - If employee doesn't like public praise, consider still doing this privately with them acknowledge their work and be sincere.

Note: This recognition will also populate in the **Feed** section of the **Bravo! Platform** so all employees can see who is being recognized for their service.

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