

**maximus**

**Employee Recognition Platform**  
*Program User Guide*

**December 2023**

maximus

# Shoutout!

*Let's walk through how to do a  
Shoutout! Recognition.*

# Step 1: Find the recognition prompt on the home page.

The screenshot shows the Maximus Sandbox Employee Recognition Platform interface. At the top left is the logo "maximus Sandbox". Below it is a navigation bar with "HOME", "FEED", "RECOGNIZE", and "SPEND POINTS". The main header features a photo of employees clapping and the text "Employee Recognition Platform".

Below the header, there are three main sections:

- ME Good Afternoon, Maximus Employee**: A green circle with "ME" and the text "You have 250 Points to spend".
- Who do you want to recognize?**: A search bar with the placeholder "Type a name to search..." and a green "Next" button.
- Suggestions from My Circle**: A section with a "Go to My Circle" link.

Two callout boxes provide instructions:

- Option 1:** A purple box with a white arrow pointing to the "SHOUTOUT! Available" button in the "Opportunities to Recognize" section. The text says "Click **SHOUTOUT!**".
- Option 2:** A purple box with a white arrow pointing to the "Next" button in the search bar. The text says "Type the name of the person you want to recognize and click **Next**".

A purple star callout in the top right corner says: "There are two ways you can access the recognition prompt."

## Step 2: Choose the person you want to recognize.

The screenshot shows the 'Recognize' interface. At the top, there is a progress bar with three steps: 'Who' (represented by a person icon), 'What' (represented by a checkmark icon and labeled 'Shoutout!'), and 'Why' (represented by a question mark icon). Below this, the main heading is 'Who do you want to recognize?'. Underneath, there is a search bar with a dropdown menu showing 'ME Maximus Employee' with a close button. Below the search bar is a button labeled 'Recognize a large group' with a dropdown arrow. To the right of the search bar is a green 'Next' button. Annotations include: a purple box on the left with an arrow pointing to the search bar containing the text '1. Search for the person you want to recognize.'; a purple box on the right with a star icon and text explaining that users starting from the program will start here, while those starting from the person will bypass this step; and a purple box at the bottom with a star icon and text stating that users can recognize a group by uploading a bulk user file. A purple box on the right with an arrow pointing to the 'Next' button contains the text '2. Click Next'.

**Recognize**

Who What Why

Shoutout!

1. Search for the person you want to recognize.

**Who do you want to recognize?**

ME Maximus Employee X

Search

Recognize a large group v

Next

2. Click **Next**

*If you access the prompt by choosing the program first (opt 1), **you'll start here.***

*If you access by choosing the person first (opt 2), **you'll bypass this step.***

*You can recognize a group of people by uploading a bulk user file.*

# Step 3: Fill out the recognition prompt.

**Recognize**

Who:  Javier Valdez    What:  Shoutout!    Why:

**Shoutout!** *Click **Global Core Values** for reference.*

Recognize your coworkers for the amazing work they do!

Global Core Values

**Reason for recognition (this will display on the feed)**

*Refer to the appendix for guidance on writing a recognition post.*    **1. Fill out the reason for the recognition.**

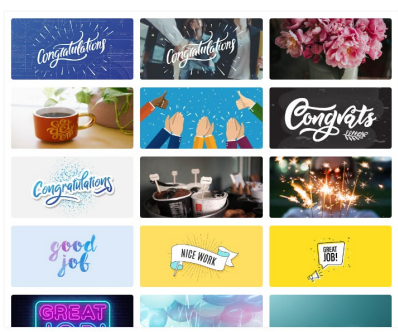
If you would like to add a picture to your recognition, please select one below: (optional)

**Browse Images**

Select Image

None selected

Categories



CANCEL    DONE

3. Choose the core value that aligns with the reason for recognition.

**Core Values**

Accountability     Collaboration     Compassion     Customer Focus

Innovation     Respect

**Visibility** ⓘ

Everyone    Private

Back    **Recognize**

4. Choose the visibility of your recognition.

5. Click **Recognize**

## Step 4: Complete the recognition.

The screenshot shows a confirmation screen titled "Recognition Submitted". At the top, there is a progress indicator with three steps: "Who", "What", and "Why", each with a checkmark in a circle. Below this, the text "Nice work!" is displayed, followed by "Your recognition has been submitted.". At the bottom, there are two buttons: "Recognize More" and "Go to Feed". A purple callout box with an arrow points to the "Go to Feed" button, containing the text "Click **Go to Feed** to see your recognition.". Another purple callout box with a star icon points to the "Recognize More" button, containing the text "You can recognize more people by clicking **Recognize More**.".

### Recognition Submitted

Who What Why

Nice work!

Your recognition has been submitted.

Recognize More Go to Feed

Click **Go to Feed** to see your recognition.

*You can recognize more people by clicking **Recognize More**.*

# Step 1: Find the recognition prompt on the home page.

The screenshot shows the Maximus Employee Recognition Platform interface. At the top left is the 'maximus Sandbox' logo. Below it is a navigation bar with 'HOME', 'FEED', 'RECOGNIZE', and 'SPEND POINTS'. The main header features a photo of people clapping and the text 'Employee Recognition Platform'. A purple star callout points to the top right corner with the text: 'There are two ways you can access the recognition prompt.' Below the header, there are several sections: a personalized greeting 'Good Afternoon, Maximus Employee' with '250 Points to spend'; 'Opportunities to Recognize' with two options: 'SHOUTOUT! Available' and 'GOING ABOVE AND BEYOND! 125 Points to give resets in 20 days'; a search section titled 'Who do you want to recognize?' with a search box 'Type a name to search...' and a 'Next' button; 'Suggestions from My Circle' with a 'Go to My Circle' link; and a 'Recognition Feed' section with a filter dropdown set to 'All'. Two purple callout boxes provide instructions: 'Option 1: Click **GOING ABOVE AND BEYOND!**' with an arrow pointing to the 'GOING ABOVE AND BEYOND!' option; and 'Option 2: Type the name of the person you want to recognize and click **Next**.' with an arrow pointing to the 'Next' button.

## Step 2: Choose the person you want to recognize.

The screenshot shows the 'Recognize' interface. At the top, there is a progress bar with three steps: 'Who' (with a person icon), 'What' (with a checkmark icon and the text 'Shoutout!'), and 'Why' (with a question mark icon). Below this, the main heading is 'Who do you want to recognize?'. Underneath, there is a search bar containing 'ME Maximus Employee' with a close button. Below the search bar is a 'Search' input field. At the bottom left, there is a link 'Recognize a large group' with a dropdown arrow. At the bottom right, there is a green 'Next' button. Annotations include: a purple box on the left with an arrow pointing to the search bar containing '1. Search for the person you want to recognize.'; a purple box on the right with a star icon containing two lines of text: 'If you access the prompt by choosing the program first (opt 1), you'll start here.' and 'If you access by choosing the person first (opt 2), you'll bypass this step.'; and a purple box at the bottom with a star icon containing the text: 'You can recognize a group of people by uploading a bulk user file.'; and a purple box on the right with an arrow pointing to the 'Next' button containing '2. Click Next'.

**Recognize**

Who What Why

Shoutout!

1. Search for the person you want to recognize.

Who do you want to recognize?

ME Maximus Employee X

Search

Recognize a large group v

Next

2. Click **Next**

If you access the prompt by choosing the program first (opt 1), **you'll start here.**

If you access by choosing the person first (opt 2), **you'll bypass this step.**

You can recognize a group of people by uploading a bulk user file.



# Step 3A: Fill out the recognition prompt.

## Recognize

Who:  Employee

What:  Going Above and Beyond!

Why:

### Going Above and Beyond!

Employee can be awarded 485 more Points this period (01/01/2023 - 12/31/2023)

You can award Employee 85 more Points this period (01/01/2023 - 12/31/2023)

You have 110 Points left for this period (10/01/2023 - 12/31/2023)

Award out points to employees who go above and beyond!

Global Core Values

Reason for recognition (this will display on the feed)

Refer to the appendix for guidance on writing a recognition post.

If you would like to add a picture to your recognition, please select one below: (optional)

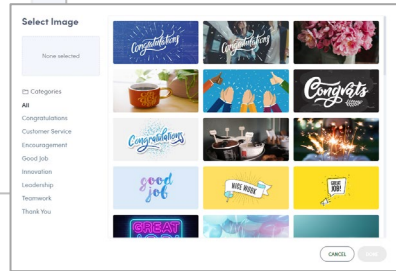
[Browse Images](#)

★ This section outlines the following points limits within a specific period:

- Number of points the person you are recognizing can be awarded in the period
- Number of points you can award the person in the period
- Number of points you have left for the period

1. Fill out the reason for the recognition.

2. Click **Browse Images** if you like one to accompany your recognition.



## Step 3B: Select Core Value and Points.



You will select a value to align with your recognition. Click **Global Core Values** to reference them.

**Core Values**

Accountability  Collaboration  Compassion  Customer Focus

Innovation  Respect

---

**This recognition program awards**

10 Points  15 Points  20 Points  25 Points  50 Points  Custom

---

**Visibility** ⓘ

Everyone Private

Back Recognize

3. Choose the core value that aligns with the reason for recognition.

4. Select the number of award points.



You can choose a custom number of points if you are within the limits that are outlined in the section at the top of this page.

Once you choose custom, a will populate allowing you to manually enter in the number of points. See below.

5. Choose the visibility of your recognition.

6. Click **Recognize**

**This recognition program awards**

10 Points  15 Points  20 Points  25 Points  50 Points  Custom

Points

## Step 4: Complete the recognition.

The screenshot shows a confirmation screen titled "Recognition Submitted". At the top, there is a progress indicator with three steps: "Who", "What", and "Why", each with a checkmark in a circle. Below this, the text "Nice work!" is displayed, followed by "Your recognition has been submitted.". At the bottom, there are two buttons: "Recognize More" and "Go to Feed". A purple callout box with an arrow points to the "Go to Feed" button, containing the text "Click **Go to Feed** to see your recognition.". Another purple callout box with a star icon points to the "Recognize More" button, containing the text "You can recognize more people by clicking **Recognize More**.".

### Recognition Submitted

Who What Why

Nice work!

Your recognition has been submitted.

Recognize More Go to Feed

Click **Go to Feed** to see your recognition.

*You can recognize more people by clicking **Recognize More**.*



# *Reason for Recognition Guidance*

*Learn what to do and what not  
to do when writing your reason  
for recognition.*

# Reason for Recognition Guidance and Examples



## SHOUTOUT!

- I greatly appreciate the marketing expertise Riley brings to the team. Riley 's positive demeanor and sense of teamwork make the partnership a great experience. Thank you, Riley, for being an awesome teammate!
- Jules was such a huge help in getting the Tuition Reimbursement platform up and running in time for our launch! Thank you for being a great partner.
- Maria helped me out when I was sick and completed a project for me. Thank you, Maria, couldn't have done it without you!

## GOING ABOVE & BEYOND!

- Amrit is a top performer who brings efficiency and collaboration to projects with our cross-functional counterparts. Thank you, Amrit, for being organized, communicative, reliable, and always willing to help.
- Thank you, Lamar, for assisting with the big launch. We appreciate your willingness to help, your dedication, and the time you took outside of your daily responsibilities to make sure everything went smoothly.
- Alex jumped in to help our team during a busy season and took the lead without needing any guidance. Your ability to take initiative in any situation brings so much value to our department and the business. Keep up the great work!



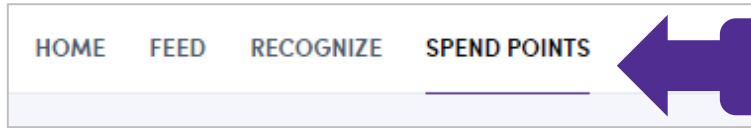
- Congrats on your 1st work anniversary, [Employee]!
- Happy birthday, [Employee]!
- Congrats on buying your new home!

**Recognition is not to be used for birthday wishes, life events, or anything unrelated to work performance.**

# *Spend Points*

*Let's walk through how to  
spend your recognition points.*

# Step 1: Locate the page and browse your options.




1. Click **SPEND POINTS** tab.

★ You can spend your points on prepaid or eGift cards, Tickets, and Amazon or wellness products.


All Virtual Prepaid Cards eGift Cards Amazon Tickets Wellness

2. Browse by categories or scroll down.


**Amazon**



**eGift Cards**



**Popular Choices**

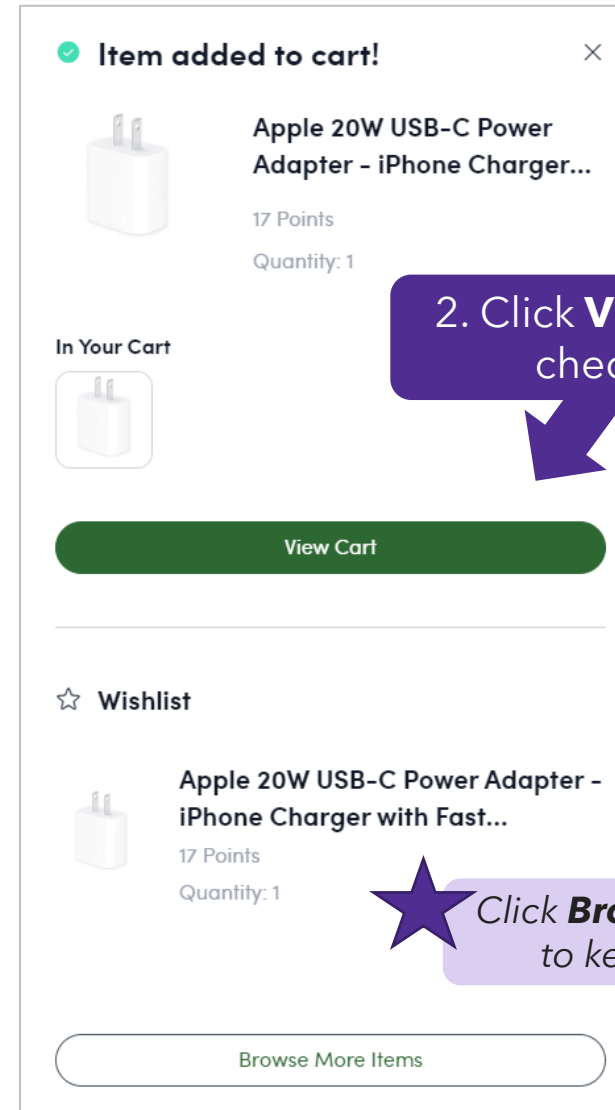
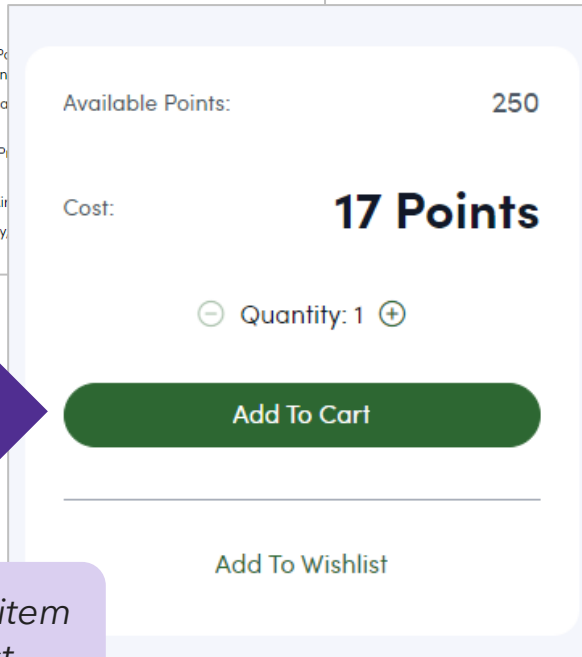


# Step 2: Choose what you like to purchase with your points.



1. Click **Add to Cart**

★ You can add the item to your wishlist.




2. Click **View Cart** to check out.

★ Click **Browse More Items** to keep shopping.



# Step 3: Proceed with checkout process.

### Shopping Cart



Apple 20W USB-C Power Adapter - iPhone Charger with Fast Charging Capability, Type C Wall Charger  
17 Points

Quantity: 1

[Remove](#) [Move To Wishlist](#)

### Order Summary

Items:	1
Available Points:	250
<b>Cart Total:</b>	<b>17</b>

[Checkout](#)

1. Click **Checkout**.

### Select Address

No addresses on file

[Add New Address](#)

2. Click **Add New Address**.

### Order Summary

Items:	1
Available Points:	250
<b>Cart Total:</b>	<b>17</b>

[Checkout: Review Order](#)

3. Click **Checkout: Review Order**.

### Order Summary

Items:	1
<b>Cart Total:</b>	<b>17</b>
Balance After Order	233

[Submit Order](#)

4. Review your order and click **Submit Order**.