

Manager Guide: Your role, helpful hints and online tools

The LinkedIn Bravo! program is designed to recognize employees who go “above & beyond” while also creating a consistent global culture of appreciation.

Create memorable recognition by being timely, specific, sincere, appropriate and frequent. Recognition for a job well done is an extremely effective motivator of employee performance and engagement.

Take charge of building our culture of recognition and appreciation:

- **Initiate** recognition when a colleague demonstrates one of our core values: *Our Members Come First, Relationships Matter, Be Open, Honest and Constructive, Demand Excellence, Take Intelligent Risks and Act Like an Owner.*
- **Amplify** approved Bravo! moments by adding your congratulations on the Awards Feed

Approving Tips

As you review nominations, consider the following:

- Is this a duplicate award nomination?
- Does the contribution reflect one of LinkedIn’s values?
- Is this contribution clearly deserving of recognition?
- Is the award level appropriate based on the program guidelines or should it be modified?

Sample Text for Modifying or Disapproving Nominations

Need to modify the award level? “Thank you for recognizing Chris for his achievement. In keeping with the program guidelines, I modified the award level from Applause to Cheers. This level is both meaningful and consistent with other awards for similar levels of effort.”

Need to disapprove? “Thank you for recognizing Lu for living our values. Lu has already been recognized for this contribution so I’m going to disapprove. Please express appreciation to Lu when you see her in person and add a congratulatory message on her most recent award on the Bravo! awards feed.” (Alternatively you could modify this award to a Kudos, so the employee gets the recognition, but not the additional monetary reward for a duplicate reason).

START HERE:

- Upload a profile photo under **MY DASHBOARD** in the Bravo App on your Okta Page
- Track the recognition activity of your direct reports with **MY TEAM**

DOWNLOAD THE MOBILE APP



- Nominate Others
- Approve Awards
- Add Congrats
- Redeem

Steps

1. Download the Globoforce mobile app from the App Store or Google Play
2. Register your device. Initial login, enter “link” (lower case) when prompted
3. Log in using your Okta credentials



4x’s

faster cycle time when approving on mobile app



31%

lower turnover at companies with effective recognition

67%

employees consider praise from their manager to be an extremely effective motivator



Award Level Structure

A variety of awards are available to recognize varying degrees of contributions. During the nomination process, an online **Award Advisor** will help you determine the right award level.

Award Level	Point Value*	Reward Purchasing Power	Eligibility	Approver 1	Approver 2	Approver 3
Kudos	0 points*	N/A	All give and All receive	N/A	N/A	N/A
Thanks	750 points*	\$30+ for Gift Card and/or Merchandise	All give and below VP receive	Recipient's Manager	N/A	N/A
Cheers	2,500 points*	\$105+ for Gift Card and/or Merchandise	All give and below VP receive	Recipient's Manager	N/A	N/A
Applause	5,000 points*	\$210+ for Gift Card and/or Merchandise	All give and below VP receive	Recipient's Manager	N/A	N/A
Limelight	10,000 points*	\$425+ for Gift Card and/or Merchandise	All give and below VP receive	Recipient's Manager	FP&A Budget Owner	N/A
Spotlight	20,000 points*	\$850+ for Gift Card and/or Merchandise	All give and below VP receive	Recipient's Manager	BU Budget Manager	FP&A Budget Owner
Ovation	N/A	\$2,500 Cash	Director+ gives; below VP receive	Recipient's Manager	BU Budget Manager	FP&A Budget Owner
Rave	N/A	\$5,000 Cash	Director+ gives; below VP receive	Recipient's Manager	BU Budget Manager	FP&A Budget Owner
Encore	N/A	\$10,000 Cash	Director+ gives; below VP receive	Recipient's Manager	BU Budget Manager	FP&A Budget Owner

* = Budget impact is \$.05 per point to the recipient's cost center. Note: Bravo! points have no cash value and cannot be redeemed for cash.

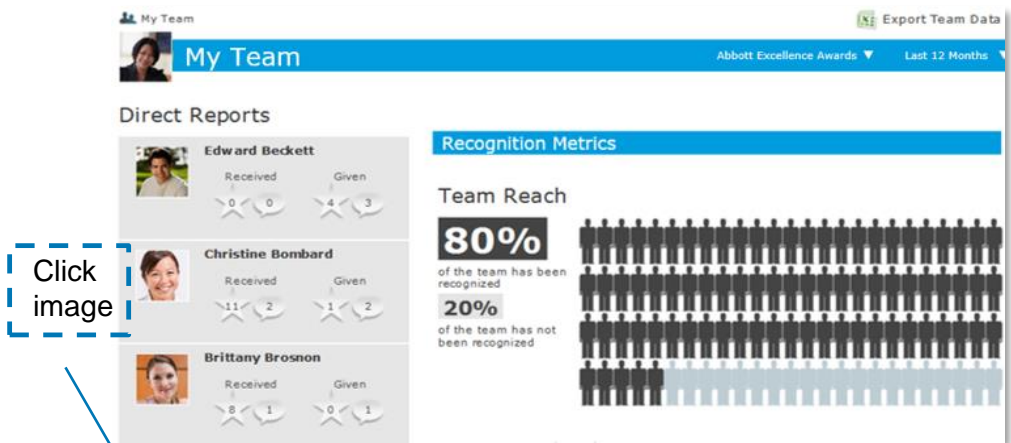
If you are not a Director and feel that a cash award is appropriate, please contact your manager. For more information about the Bravo! program, see [go/bravo](#).

Manager Tools > My Team

You can easily assess recognition activity and gather insight into talent and key contributors on your team by using the online, real-time data tracking tools.

Team View

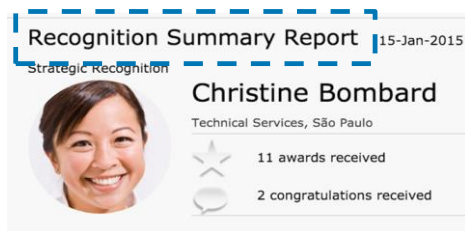
See who on your team is being recognized, what your team has achieved, what values they are living in their daily work and what type of behavior is the most appreciated by their colleagues.



Click image

Download and Print Recognition Summary Reports

and use as part of your performance coaching conversations, during one to one meetings and performance reviews.



Recognition Summary

Use recognition details to support performance discussions and reviews