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iAppreciate at a glance

Eligibility

iAppreciate is an “everyone-to-everyone” program, which means that every employee is invited to give and receive recognition to and from any other employee, regardless of job function or location.

Award reasons

The reasons for recognizing a colleague through iAppreciate are always related to one of the iAppreciate program values:

- Compassion
- Respect
- Excellence
- Safety
- Teamwork
**Get started**

**Computer access**

Access iAppreciate from your browser at bjciAppreciate.org or through the link on the intranet. During initial login, use your BJC Network User ID as your username and enter BJC as your default password. You will then be required to change your password.

**Mobile access**

With the Workhuman app, you can access iAppreciate anywhere, anytime to recognize others and congratulate colleagues from any smartphone. Get started in three easy steps:
1. Download the Workhuman Mobile app on the App Store or Google Play, or log on from your mobile browser at m.Globoforce.net.
2. During initial login, enter the registration code bjc (lowercase).
3. Log in with your BJC Network username and password.

**Edit my profile photo**

One of the easiest and most impactful ways to make recognition more personal and meaningful is to add a picture to your profile. The photo displays next to your name on the iAppreciate site.
2. Click Upload photo.
3. Select the desired image from your computer and click Open.
   
   *Tip! For best results, upload a square photo.*
4. Click Save.

**My Work Circle**

Your Work Circle determines whose award activity displays on the iAppreciate Awards Feed on the iAppreciate homepage. Your Work Circle is automatically configured to include your peers, direct reports, and manager. Your Work Circle is also automatically updated over time to include those who you've recognized, those who've recognized you, and anyone you've given or received congratulations to or from. Additionally, you can manually add or remove a person or team from your Work Circle.

To add colleagues to your Work Circle:
1. Under the iAppreciate Awards Feed, next to My Work Circle, click Edit.
2. Search for a colleague whom you’d like to add to your Work Circle. Relevant names will display.
3. Next to someone’s name, select the Person or Team button (if applicable) to add that colleague or team, respectively.

*Tip! Click the small “x” next to a person or team’s name to remove them from your Work Circle. Once removed, colleagues can only be included back in your Work Circle by manually adding them using the steps above.*

**Congratulate a colleague**

The iAppreciate Awards Feed functions like other social media sites. Here you can view awards received by others and add your own messages of congratulations.

To participate, simply type a thoughtful message to your colleague in the message field and click **Congratulate!**

*Note: There is a 500-character limit on congratulatory messages.*
Recognize someone
You can quickly and easily recognize a colleague or team for demonstrating one of BJC’s shared principles.

1. On the homepage, click Recognize or in the navigation bar, click Recognize.
2. Select a person or group of colleagues from your Work Circle to recognize and click Next.
   Tip! If you’d like to recognize someone not listed, you may search for a colleague.
3. Select the award reason. Hover over the reasons for a description of each.
4. Fill in the award details.
   • Award title: Add a headline summarizing the contribution or achievement you’re recognizing.
   • Award message: Describe how your colleague made a difference. Include details regarding the impact or significance of the contribution and be sure to mention the BJC iAppreciate program value demonstrated through his/her actions.
   • Privacy setting: Choose whether the award should be shared, restricted, or private.
5. To submit the nomination, click Send Award. The recipient is notified of the award via email.
**Edit award privacy settings**

There are three award privacy settings that will dictate whether an award appears on the iAppreciate Awards Feed and in what level of detail.

- **Shared**: Displays the award reason, award title, and award message, in addition to the recipient’s and nominator’s names; this is default setting and you are encouraged to share recognition as much as possible so that all employees can see the good work being done across BJC.
- **Restricted**: Displays the recipient’s and nominator’s names, the award reason and the award title; the detailed award message does not display.
- **Private**: Nothing displays on the iAppreciate Awards Feed; if the award includes highly sensitive or confidential information, you may want to consider this option.

*Note: Once the privacy setting is selected, it can only be made more private, never more public.*

To edit the award privacy settings:

- **Nominator**: Select the preferred setting on the award details page.
- **Manager**: Go to [My Team > Team View](#), then select a team member, scroll to the Recognition Details section, and select an award to display the Award Details page.
- **Recipient**: Go to [My Dashboard > My Awards](#), then select the Award Details icon ( ).

**Print an award**

After an award has been received, a certificate can be printed to further commemorate the recognition moment.

To print an award:

- **Nominator**: Go to [My Dashboard > My Nominations](#) and select the printer icon ( ) corresponding to the award you want to print.
- **Manager**: Go to [My Team > Team View](#), then select a team member, scroll to the Recognition Details section and select an award to display the Award Details page. From there, click the printer icon ( ).
- **Recipient**: Go to [My Dashboard > My Awards](#) and select the award details icon ( ) to display the Award Details page. From there, click the printer icon ( ).
View my recognition history
You can keep track of your personal recognition moments through the iAppreciate website.

My Activity
For an overview of your recognition history, go to My Dashboard > My Activity. From here:

- Click My Activity Feed to see all your recent recognition moments, both given and received
- Click My Values to view the iAppreciate values for which you have been recognized over the last 18 months
- Click My Connections to review a chart of all the colleagues you’ve connected with through recognition with iAppreciate

My Awards
To see details of all the individual awards you’ve received, go to My Dashboard > My Awards. From here, you can view award details and words of congratulations. You can also print award certificates and change the privacy setting of your awards.

My Nominations
To see a list of all the colleagues you have recognized, go to My Dashboard > My Nominations. From here, you can view details for every award nomination you’ve placed and print award certificates.
**View team recognition data**

iAppreciate’s reporting tools provide managers with real-time recognition data about their employees.

![Image of iAppreciate's reporting tool](image)

**Actionable Insights**

Go to **My Team > Actionable Insights** for real-time, in-context data that you can use to improve recognition within your own team, promote program values, and understand who your critical team members are, as well as identify under-recognized employees. From here,

- Click **Recognition Leadership** to see how you’re doing encouraging recognition, recognizing your team, promoting iAppreciate values, and keeping peer-to-peer recognition flowing.
- Click **Recognition Patterns** for an overview of your team’s recognition over the past 12 months.
- Click **Influencers** to identify the individuals on your team who have received the most recognition in the last 12 months.
- Click **Allies** to see the top individuals, outside of your current team/current department, who have received the most awards from your team.

**Team View**

Go to **My Team > Team View** for clear insights into what your team has achieved, what award reasons they value most, and what type of behavior is most appreciated by their colleagues. You can view recognition for the past 12 months, last 90 or 30 days, year to date, or for the previous year. Additionally, you can export team data for further analysis, view individual team member’s recognition data, and print a recognition summary for each individual.
Talent Maps

Go to My Team > Talent Maps for a snapshot of your team's performance and competencies.
- Click Top Recognized to identify your top-performing employees, related to recognition received.
- Click Top Influencers to identify the employees who received the most recognition from within your team and which team members received the most recognition from outside your team.
- Click Connections Network to view the relationships between employees based on recognition they have given and received.

Export team data

Managers as well as human resources and program administrators have access to a variety of real-time recognition data reports.

In the navigation bar, click Reports. Reports can be filtered by date and recipient, and all report results can be easily exported for additional analysis in Excel or other applications.

Appoint a delegate

Go to My Dashboard > My Delegates to give someone access to your iAppreciate managerial privileges. When a delegate is set, you as well as your delegates have access to the assigned functionality.
- Nomination delegate: Allows a colleague to give awards on your behalf.
- My Team delegate: Allows a colleague to view your My Team data.