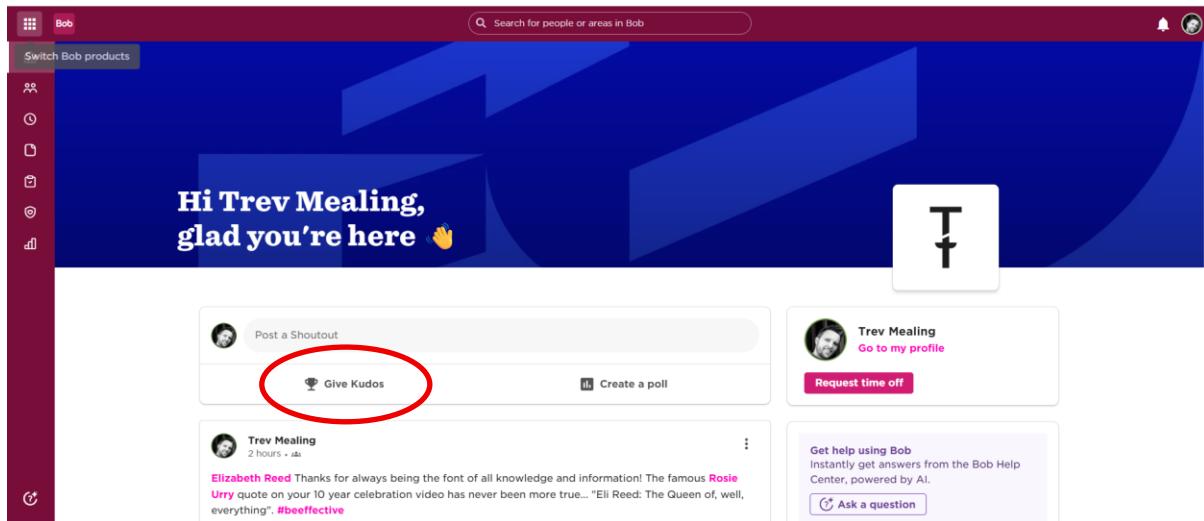




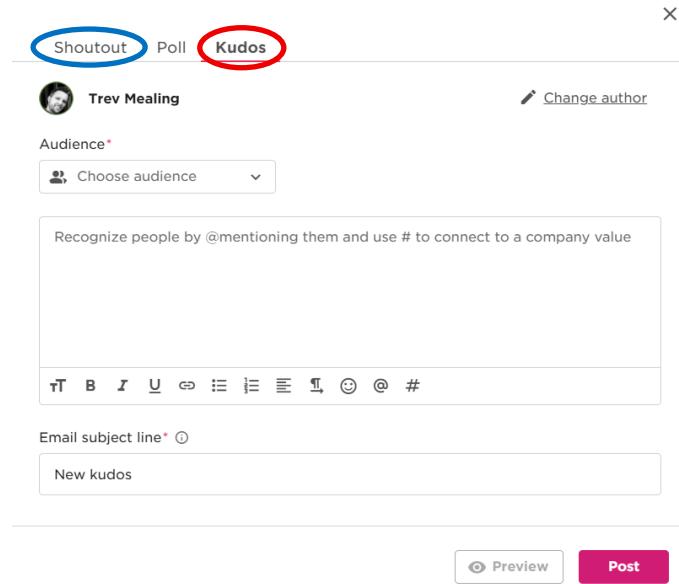
People Recognitions and Shoutouts on HiBob Guidance Document.

Great, you want to give a teammate(s) some Kudos (this is what it's called on HiBob) for something that really stood out to you. Well done you! This really helps us live by our values and ensures our culture remains positive. This guide will help you in creating the perfect Kudos shoutout post, so it really celebrates your teammate in the way you're wanting it to.

Firstly, you need to be signed into Hi Bob you will have been sent your log in details not long after you started here, but in case you need it here's [the link](#). Once you're logged in, head over to the Home page. Next, click the "Give Kudos" button as shown below.

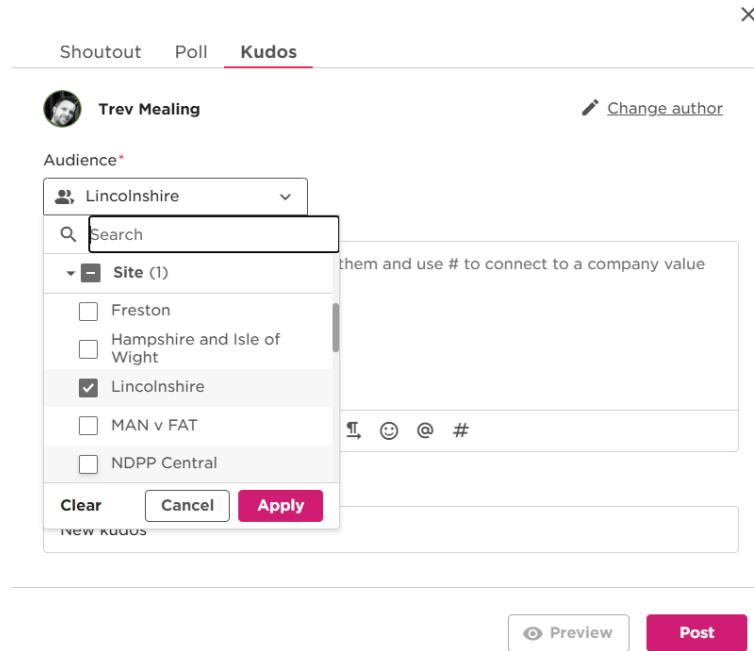


The next screen that loads will allow you to write your 'Kudos' post (as shown below).



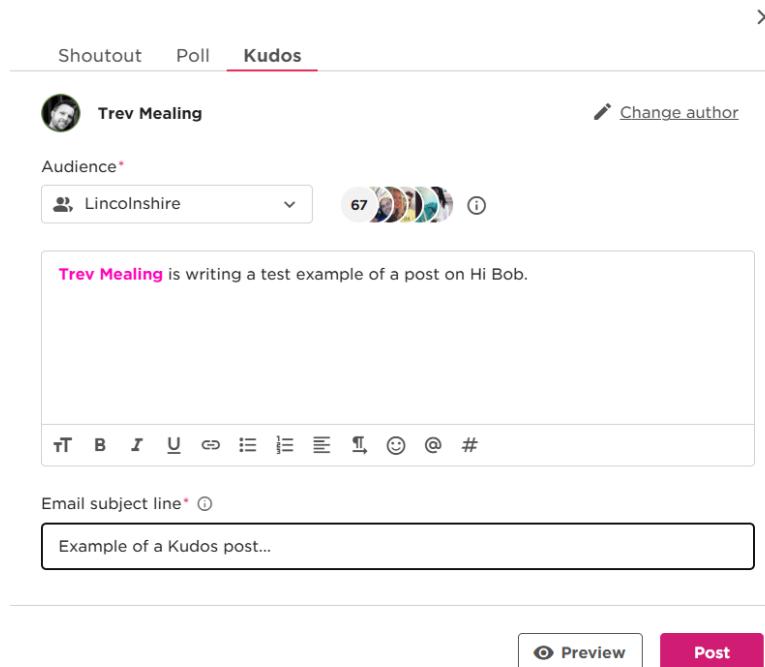
If you are wanting to attach a picture or video to your post, it will be better to select the 'Shoutout' option across the top (highlighted blue above), rather than 'Kudos' (highlighted red above).

If you would like your post (either Kudos or Shoutout) to be seen by everyone in the 'audience' drop down select 'all company' as shown below. If you would like this to be seen by a certain area of the company - your service for example, select the correct 'site' 'department' or 'public group' for the audience you require (example below).



Once you've got the correct audience set, next is to compose your message. Please note that you will have to tag at least one person in your post by typing the '@' key, followed by their name. Their name will turn red once correctly tagged. Finally, you can align the recognition to our

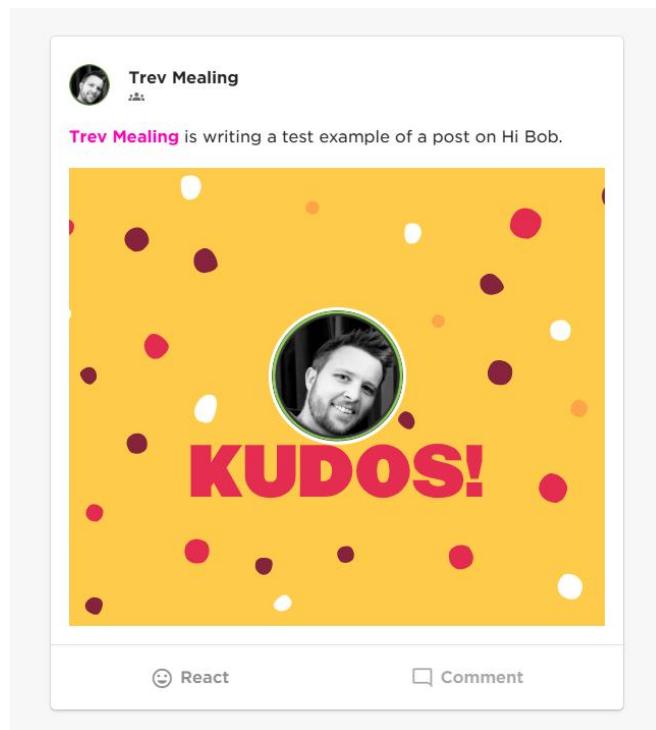
values by typing a # which will then allow you to select the correct value you wish to assign your post to. You then just need to enter your 'email subject line' to suit what you require the post to say.



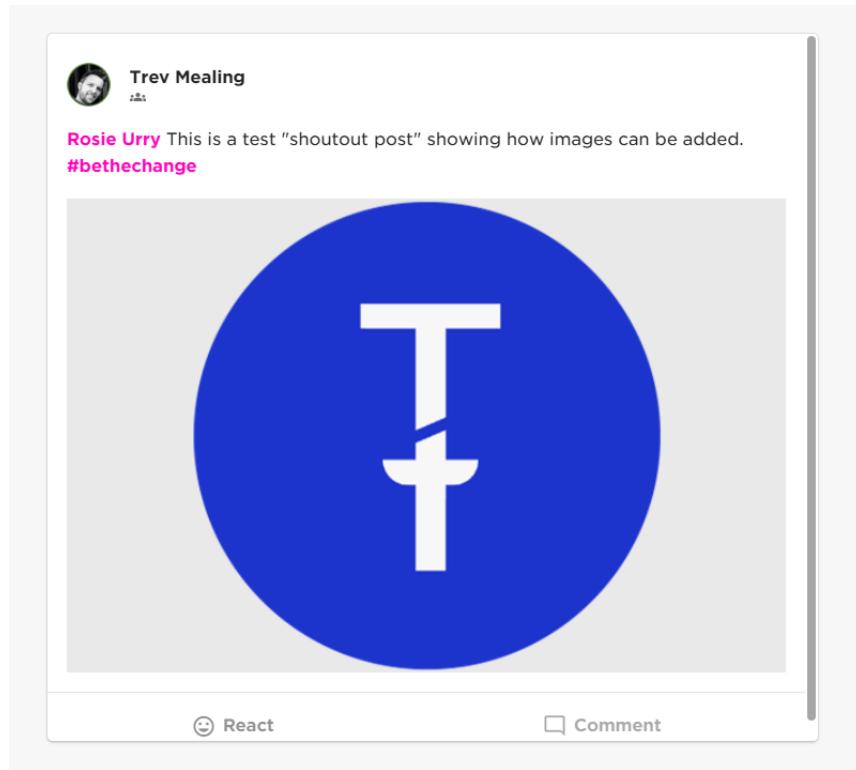
The screenshot shows the 'Kudos' posting interface on the Hi Bob platform. At the top, there are three tabs: 'Shoutout', 'Poll', and 'Kudos', with 'Kudos' being the active tab. Below the tabs, the author is listed as 'Trev Mealing' with a small profile picture. There is a 'Change author' link. The 'Audience' dropdown is set to 'Lincolnshire'. To the right of the audience dropdown is a circular icon with the number '67' and a person icon, with an 'i' symbol next to it. The main text area contains the placeholder text: 'Trev Mealing is writing a test example of a post on Hi Bob.' Below the text area are various rich text editing icons. The 'Email subject line' field is empty. A text input field contains the placeholder 'Example of a Kudos post...'. At the bottom right are two buttons: 'Preview' and a pink 'Post' button.

What is the difference between a “shoutout” and “Give Kudos” on Hi Bob?

Kudos posts don't have the option of adding pictures or videos, so the main image once posted on Hi Bob will look like the below example.



A “shoutout” allows you to add your own image or video, so will appear much more personalised and specific for the person(s) being recognised. For this reason, we’d also suggest using the “shoutout” option, but if you have no image Kudos posts are also fine. Below is an example of a “shoutout” with an image added – much more customisable and specific 😊.



And that's it! Once you hit the red “post” button your shoutout/Kudos post will be added to the appropriate audience’s home screen for all to see and enjoy.

Why do I keep getting an email notification each time a company-wide post is added to Bob?

Because your notifications settings on Bob are set to allow these by default. If you wish to turn these off so your email inbox isn't filled up with the posts, below is how to do this. Don't worry though it's easy and you can still see them on Hi Bob when you log in. To turn them off, all you need to do is:

Log into Bob and head to your 'Home' page. From the home screen click the bell icon (top right). Once the menu loads, click the gear wheel (top right of the sub-menu. Finally, untick the "shoutouts" box in the email column and you're done! The process and the menus are shown below.

