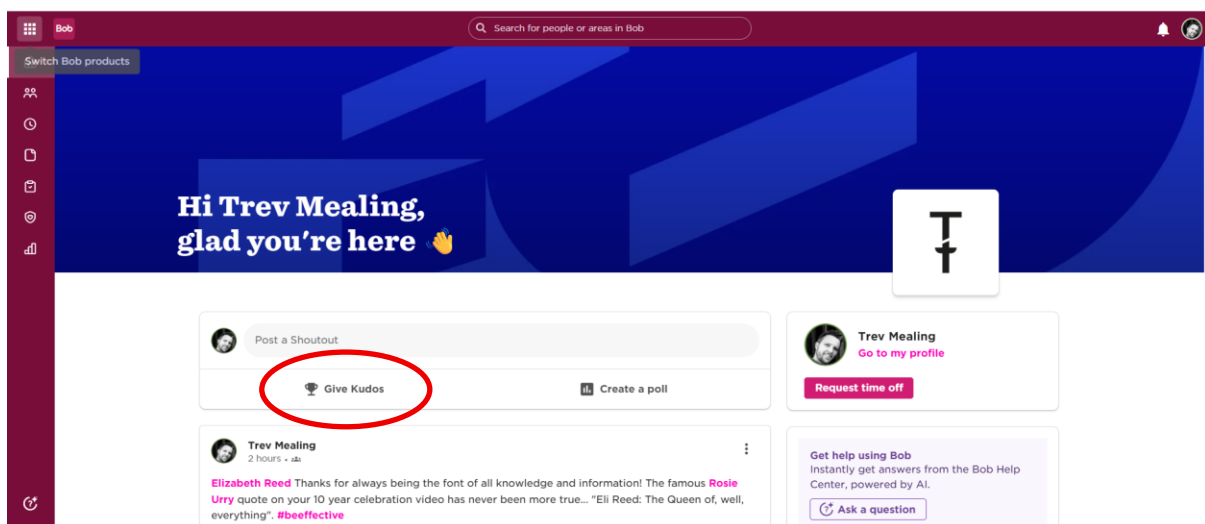




People Recognitions and Shoutouts on HiBob Guidance Document.

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).

Shoutout Poll **Kudos**

Trev Mealing [Change author](#)

Audience*

Choose audience

Recognize people by @mentioning them and use # to connect to a company value

Email subject line* ⓘ

New kudos

Preview Post

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).

Shoutout Poll **Kudos**

Trev Mealing [Change author](#)

Audience*

Lincolnshire

Search

Site (1)

☐ Freston

☐ Hampshire and Isle of Wight

☒ Lincolnshire

☐ MAN v FAT

☐ NDPP Central

Clear Cancel Apply

Recognize people by @mentioning them and use # to connect to a company value

Email subject line* ⓘ

New kudos

Preview Post


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.

Shoutout


Poll


Kudos


 **Trev Mealing**

 [Change author](#)


Audience*


 Lincolnshire


 67





Trev Mealing is writing a test example of a post on Hi Bob.


 **T**


 **B**


 *I*


 U






















Email subject line* 

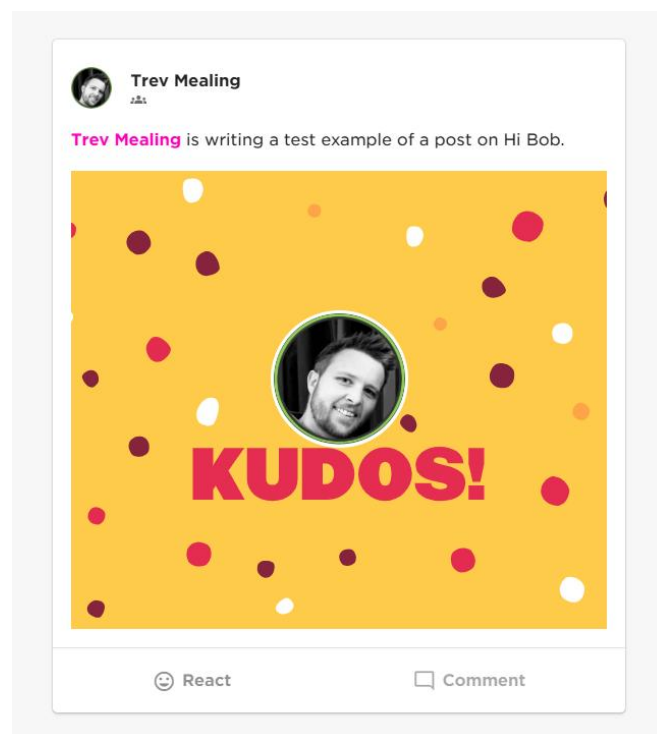
Example of a Kudos post...

 Preview

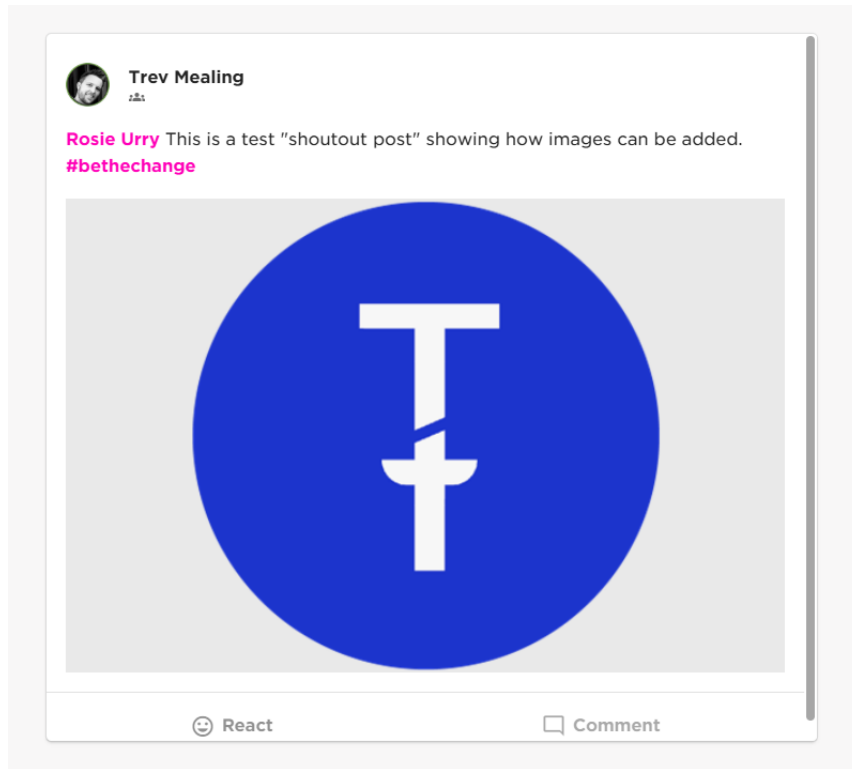
Post

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.

