

Manager's Guide for Leveraging Neighborly Bravo!



SINGLE SIGN-ON: <https://neighborly.360recognition.com/Recognition> If not connected to Neighborly network, enter:

- Username: work email address
- Password: Neighborly network password

MOBILE APP:

Important: Before you download the app, go to your Profile and Manage Your Device, and create a Device Pairing Code.



Available in the [Apple App Store](#) & [Google Play Store](#).

Subdomain is *bravo*.

Awards currently available through Bravo!

	High Five (Recognition only)	Anyone can give a coworker a high five! If you notice that an associate of yours has received praise, consider awarding them Bravo! points.
	Bravo! points	Point holders can award Bravo! points in any amount at their discretion.
	Milestones	Points will automatically be awarded based on years of service.
	Annual Awards (1,250-50,000 points)	People Services will award points based on the winner of annual awards.



1. How to navigate Bravo!?

Wall

My Wall

My Awards

Directory

Wellness

Recognition

Navigation Links Description:

Wall: This is the main wall. You can view recognition for everyone

My Wall: View recognition that you have sent and received, access your profile, see who you're following and who is following you.

Directory: Find peers or organizational units to follow or send recognition to.

Wellness: Connect to your wellness profile to log and complete wellness challenges.

Recognition: Send a piece of recognition to a team member!

Notifications: View your messages, reminders, and recent notifications.

Shopping Cart: View items saved in your cart, ready for redemption.

Your Profile Picture: Edit your profile picture and notifications, view the Help tab and Log out.



2. How to view your team's recognition activity?

1. Go to the Main Wall Page
2. Click "View Dashboard"

From the dashboard, you can view the following:

- Recognition Rate
- Points Awarded Rate
- Points Redemption Rate
- Login Rate
- Recognition Reminders
- Team Recognition
- Engagement Leaderboard
- Points Awarded
- Points to Redeem
- Upcoming Team Birthdays and Milestones

NEW

Team Dashboard

View recognition and engagement stats for your team. See how your team's activity compares to the rest of the organization. Stay on top of recognizing your employees and upcoming events.

[View Dashboard](#)

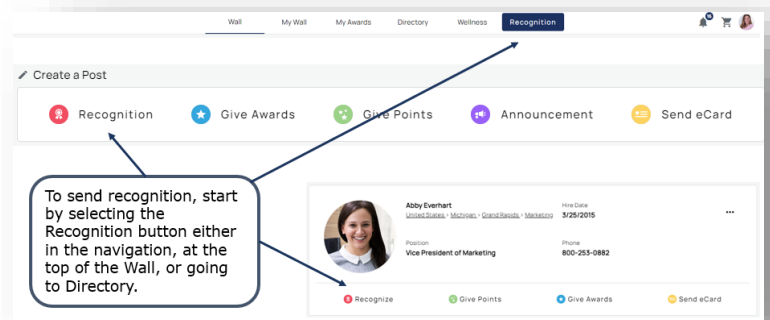


3. How to Award Points/give Recognition to team members?

To send recognition, start by selecting the Recognition button either in the navigation, at the top of the Wall, or going to the Directory.

Giving Points/Recognition:

1. Choose if you would like this post public or private.
2. Select the user(s) you wish to recognize.
3. Pick the Recognition Award Level.
 - High Five
 - Bravo!
 - The Bravo award allows managers to recognize team members for a variety of reasons and offers the flexibility to assign variable points per award. While you can award any denomination of points, it is recommended to award at least 100 points. 100 points can be redeemed for gift cards valued at \$5.00.
4. Choose a Nomination Category.
5. Describe why this person deserves to be recognized.
6. Click the blue Recognize button when finished.



Post privately

+ Add Users

Recommended Award Level:

☐ High Five

☒ Bravo! 1 point * quantity

Input Quantity of Points to give for Bravo!

Nomination Category:

☐ Acting with Integrity in all Dealings

☐ Having Fun in the Process

☐ Serving Customers with Enthusiasm

☐ Showing Respect for All People

Recognition:

Tell us your recognition story

Min: 0/1

Images or Add a GIF

[Recognize](#)

[Cancel](#)

? 4. Can I recognize more than one person at a time?

Yes, use Group Recognition to recognize a group of individuals.

Group Recognition:

1. Click on "Directory" from the top navigation bar.
2. Click the blue Recognition button under the "Group Recognition" section to the right of the screen.

Group Recognition

Recognition

? 5. Do I have points to allocate/distribute for my team?

People Managers with direct reports, will have points allocated at the beginning of each year.

- To check your available points balance: Look on the Main Wall, to the left side of your screen, under your name.
- Need more points? You can request additional points from your own budget by contacting People Services at people.services@nbly.com.

? 6. What is my role in awarding points to associates?

Points holder may award Bravo! points at your discretion.

? 7. I have a recognition program that I'd like to award using the Bravo! system, where do I start to do that?

Contact people.services@nbly.com to discuss.

? 8. How should we budget for recognition moving forward?

The initial funded points come from the People Services budget. You may opt to purchase additional points from your individual department budget. These will likely come from your employee relations budget. If no budget for recognition exists today, consider including in your next budget year.

? 9. Need additional guidance on how to use Bravo!?

Check out the [Bravo - Associate User Guide](#)



Important Note!

- MANAGERS: Allocated points for distribution to associates will expire annually on **December 31**.
- ASSOCIATES: Earned points do not expire and will roll over from year to year