

Feedback Badges (Instructions)

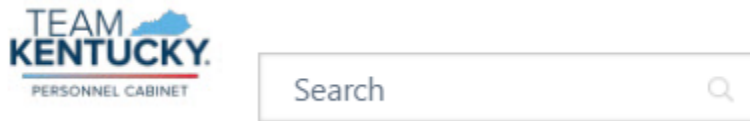
Badges are a form of employee recognition that can be awarded when an employee receives positive feedback or when they complete training within MyPURPOSE. Badges can be awarded to employees throughout the year to recognize and encourage positive performance. Managers can review feedback comments and badges during interim reviews which could be beneficial when documenting performance.

The feedback badges below are available in MyPURPOSE and can be awarded to coworkers and employees.

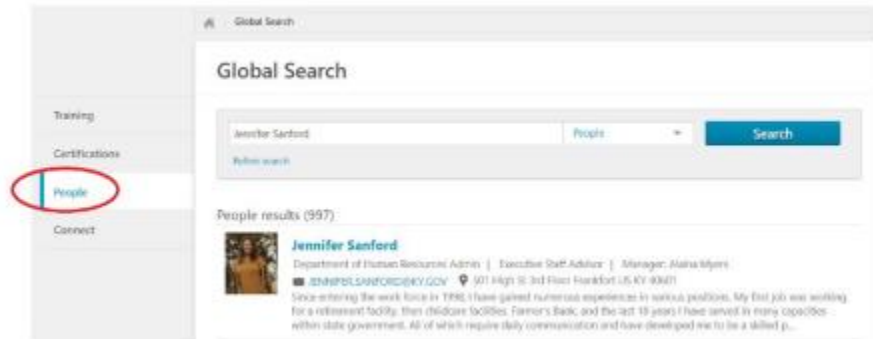


How to Award a Badge

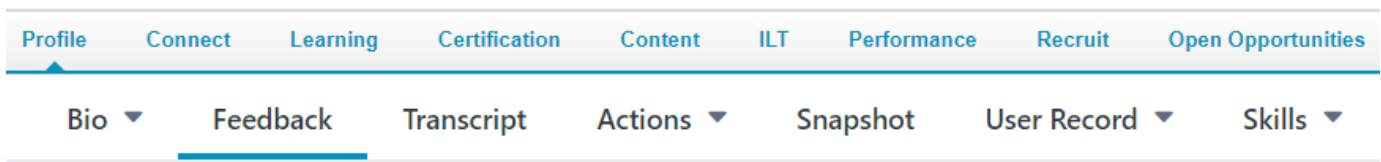
- Search the username in the Global search box.



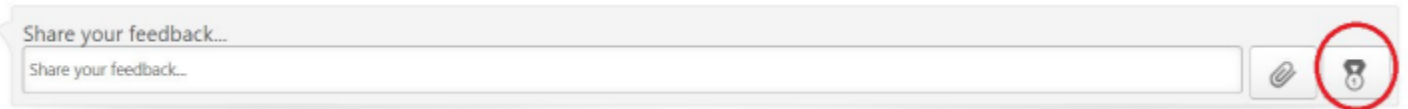
- Select People, then select the appropriate user. There could be more than one employee with the same name.



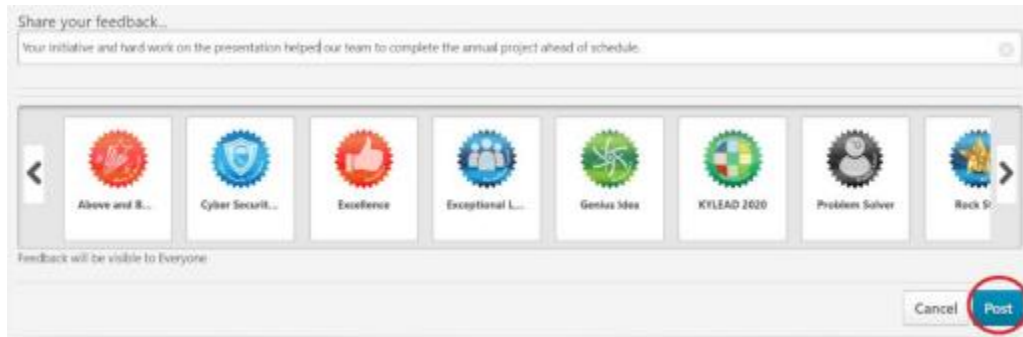
- Select Feedback.



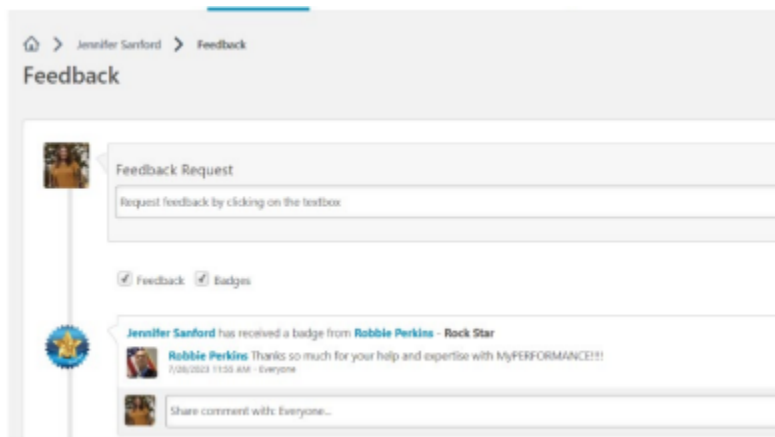
- Enter a personalized feedback comment, if applicable. Comments should be professional and appropriate. Select the Badge icon to view available badge options.



- Select the appropriate badge and post.



- Feedback badges and comments can be viewed under Feedback from the user profile.



- Feedback badge counts and badges received associated with training completions can be viewed from the employee Snapshot.

