

Employee Guide



Sparck

Recognition as unique as you are.



This is a brief introduction to Sparck's recognition and feedback functionalities. This can help kick start your journey into exploring these features. For detailed tutorials and training videos, feel free to access them [here](#).

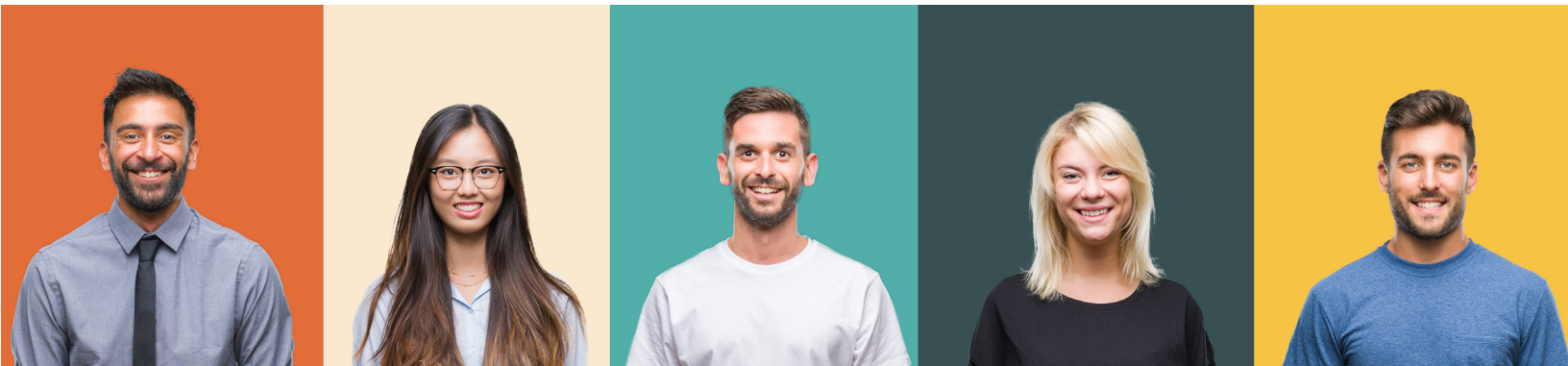
FEATURE HIGHLIGHTS

- Share feedback anonymously via the Virtual Suggestion Box
- Participate in completely confidential surveys
- Recognize individuals privately or publicly on the Social Feed



PROFILE HIGHLIGHTS

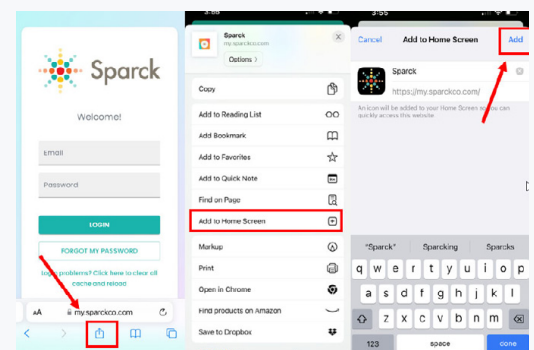
- Uncover your unique Appreciation Styles and exciting Insights
- View your Contributions and Moments of Appreciation instantly
- Update your Personal and Professional preferences and goals



ADD SPARCK TO YOUR MOBILE PHONE

QUICK GUIDE FOR IPHONE

- 1 Visit my.sparckco.com via Safari, tap the SHARE menu button.
- 2 In the menu, scroll down and select ADD to Home Screen.
- 3 If you prefer, edit the site's title when it appears on your screen, when finished, tap ADD.
For **Android** or **Samsung** find instructions [here](#).





RECOGNIZE

Click RECOGNIZE, then select an individual, what you're celebrating, and enhance the experience with giphy's, photos, and emojis.



FEED

Engage with recognition posts by liking, commenting, or creating your own posts to share privately or on the social feed.



DASHBOARD

Monitor daily or upcoming birthdays and work anniversaries on your dashboard. Click on their picture to give recognition.



SURVEYS

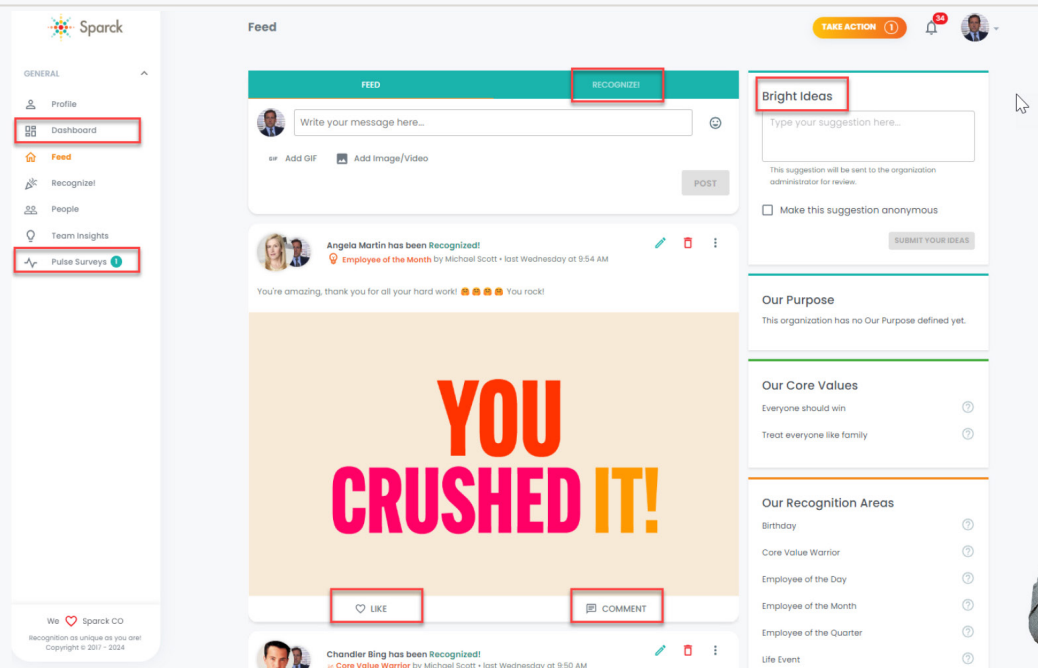
Share your opinions confidentially by conveniently accessing organizational surveys directly through the Sparck platform.



SUGGESTION BOX

Provide your feedback at any time, whether anonymously or not, through the Virtual Suggestion Box located at the top right of the feed.

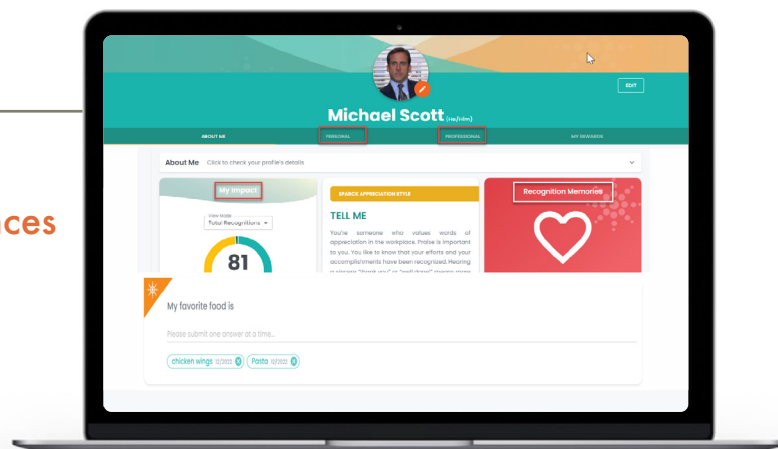
EMPLOYEE RECOGNITION AND FEEDBACK



MY PROFILE

5 Ways to Understand, Explore, and Communicate Your Workplace Preferences

- 1 Quickly see your organizational impact from your **Recognition Activity Dashboard (Received/Sent)**.
- 2 Uncover your **Appreciation Style** and click **READ MORE** for additional details and insights.
- 3 Want to smile? Never forget the differences you're making by clicking on your **Recognition Memories**.
- 4 Update your **On-boarding Responses** by clicking **EDIT PREFERENCES** under Appreciation Style.
- 5 Share your passions, interests, and goals under your Personal and Professional headers.



TIPS



When entering your responses for the Personal and Professional questions, remember to press ENTER after each answer.

Click the EDIT button at the top right, go to About Me, and expand the menu to adjust your privacy and notification preferences.