

# Manager Guide



Sparck

Recognition as unique as your team.



This is a quick overview of Sparck's recognition and engagement features. While this serves as a starting point for your exploration, for more in-depth tutorials and training videos, please access them [here](#).

## A Culture of Recognition Gets Real Results

**5X** more likely to feel valued

**6X** more likely to refer to the organization as a Great Place to Work

**7X** more likely to stay with the organization for their career

**11X** more likely to feel committed to their job, manager, and organization

### RECOGNITION HIGHLIGHTS

Receive real-time alerts and reminders

Get tips on recognition preferences for each person

Access message templates and add your personal touch



### PROFILE HIGHLIGHTS

Understand how each team member feels appreciated

Uncover how each person ticks, personally and professionally

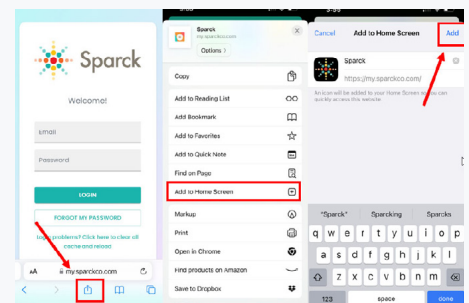
Get a pulse on individual impact within the organization



## ADD SPARCK TO YOUR MOBILE PHONE

### QUICK GUIDE FOR IPHONE

- 1 Visit [my.sparckco.com](https://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 coaching tips and messaging features.



### TAKE ACTION

Stay updated on moments where individuals would love recognition from you. Get tips, manage, and act on all recognition.



### FEED

Join the social feed by liking and commenting on recognition posts, or craft your own to share.



### TEAM INSIGHTS

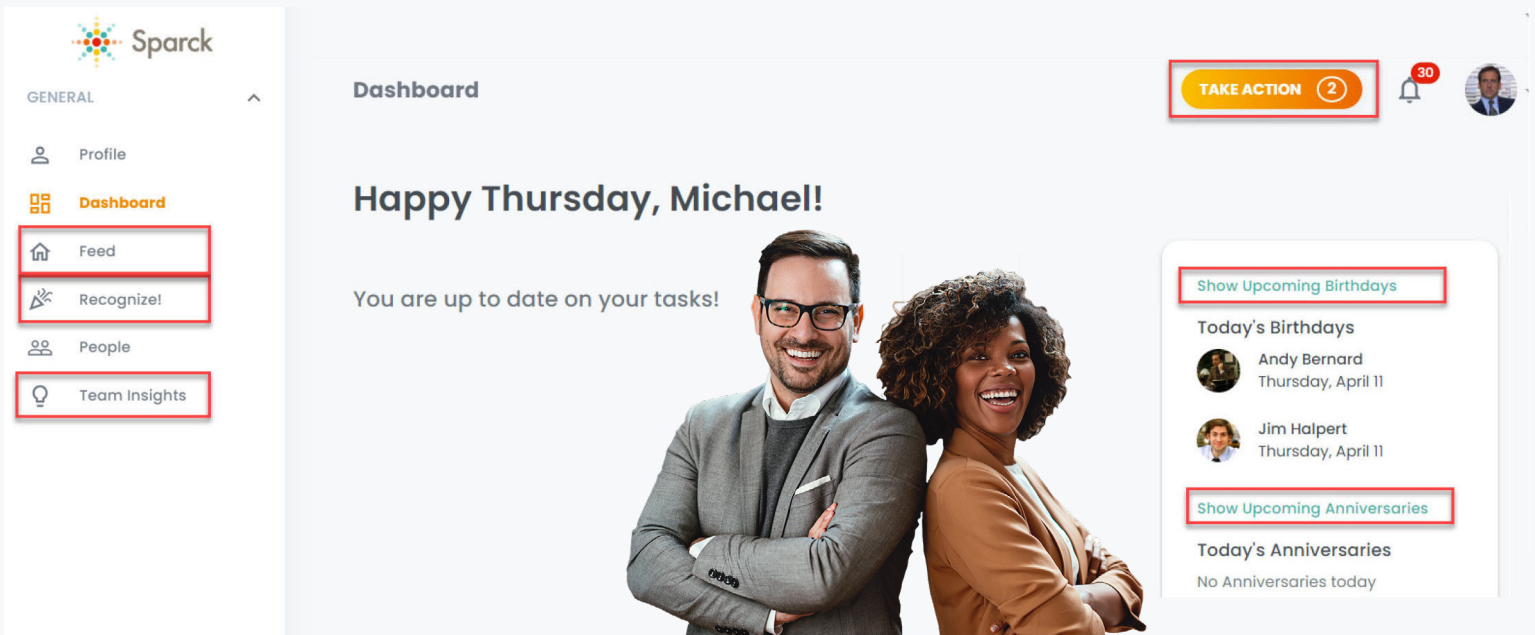
Identify team members who deserve recognition by spotting them in red and easily acknowledge them from this screen.



### DASHBOARD

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

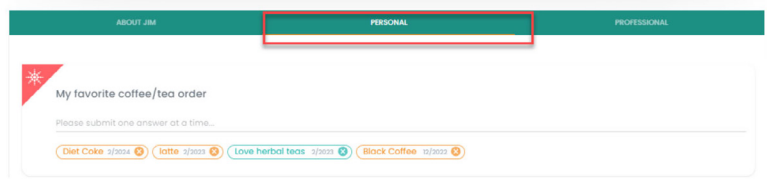
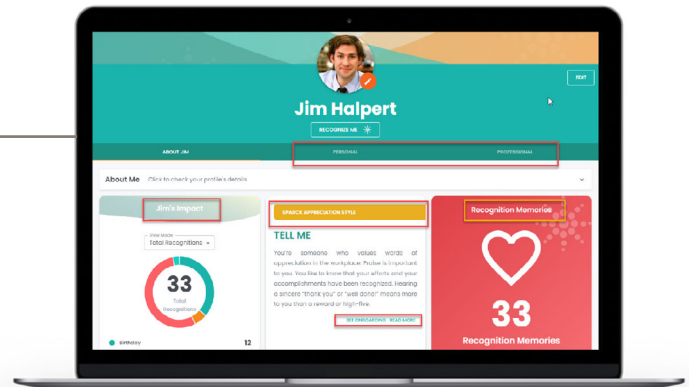
## EMPLOYEE RECOGNITION



## EMPLOYEE PROFILE

### 5 Strategies to Save You Time and Increase Your Impact

- 1 Quickly see their **Recognition Activity** (Received/Sent) to discuss during one-on-one meetings.
- 2 Uncover their **Appreciation Style** and click **READ MORE** for additional tips to personalize your appreciation regularly.
- 3 Enhance **Performance Reviews** by clicking on their **RECOGNITION MEMORIES** to see specific examples of their impact.
- 4 **Understand how each team member ticks** by clicking **SEE ONBOARDING** under Appreciation Style.
- 5 **Strengthen your team relationships** and understand what's important to them under the Personal and Professional headers.



#### TIPS



Add personal notes from conversations to enhance knowledge and reward ideas for each team member, visible only to you (see above in orange).

Access the Employee Profile from the People tab on the left nav bar or by clicking on their profile pic in Team Insights.