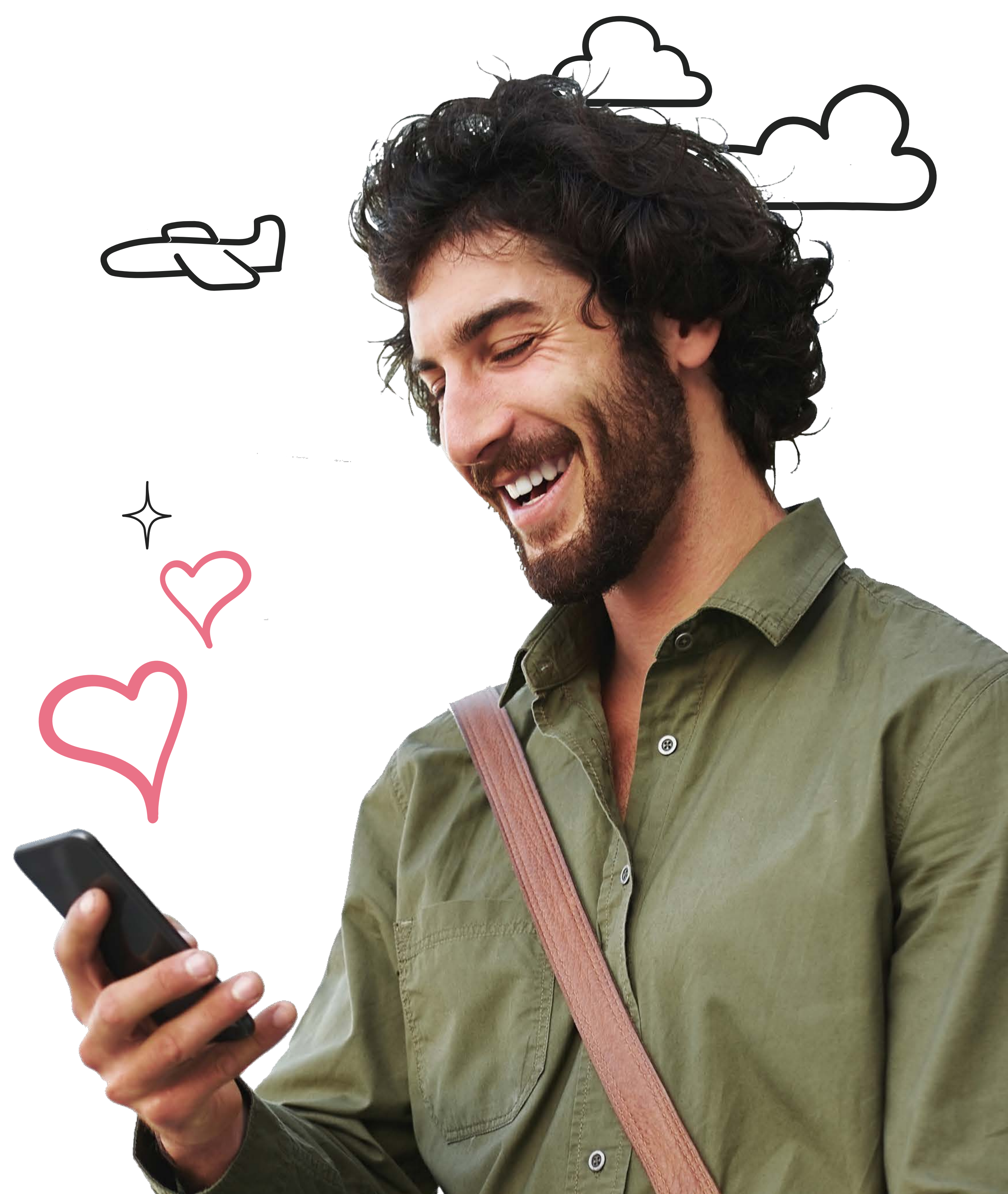


# Nominations

## Recognise a Colleague for a Job Well Done.

**Showcase team and individual success through our streamlined and fully featured 'nominations' capability.**

Our aim is to get your nominations scheme to be used throughout all levels of your company from assistant to CEO, nominations are designed to be accessible to all and simple to use to give everyone the chance to be involved in schemes such as employee of the month or year.



## How To Send a Nomination



- 1 On Your Each Person Platform Head to 'Nominate'**  
First, select 'Nominate' on the left-hand side.
- 2 Choose Who to Nominate**  
Matches will appear as you type, and you can select the correct names to add them.
- 3 Why Are You Nominating?**  
Select the reason why you are sending the Nomination. Then choose which nomination award it is for, such as employee of the month or team member of the week. This will depend on the awards you and / or your manager have set up.
- 4 Make It Personal**  
Finally, add a personal message for the recipient. Once you're happy, (if on desktop) check the nomination preview on the right, to make sure everything is correct. If everything is OK, click 'Send nomination'.

**Do you know a superstar employee? Highlight someone who has gone the extra mile!**