

Employee Recognition Software Selection Criteria Worksheet

Instructions: Use this worksheet to jot down your thoughts on what you're looking for in employee recognition software.

Software Considerations		Notes
Recognition Options	Peer-To-Peer	
	Manager-To-Employee	
	Formal Recognition	
Reward Options	Gift Cards	
	Swag	
	Physical Products	
	Custom Rewards	
Company Culture Enablement	Core Values	
	Birthdays	
	Work Anniversaries	
	Challenges	
Analytics and Reporting	Team Insights	
	Administrator Analytics	

	<i>Financial Insights</i>	
<i>Integrations</i>	<i>Chat Integrations</i>	
	<i>HRIS Integrations</i>	
	<i>SSO Integrations</i>	
<i>Support</i>	<i>Implementation</i>	
	<i>Continued Support</i>	
<i>Security</i>	<i>Data Deletion</i>	
	<i>Access To Data</i>	
<i>Pricing</i>	<i>Implementation Fees</i>	
	<i>Contract Options</i>	

Employee Recognition Software Selection Comparison

Instructions: Use this worksheet to compare your top employee recognition software choices.

Software Considerations				
Recognition Options				
Reward Options				
Culture Enablement				
Analytics/Reporting				
Integrations				
Support				
Security				
Pricing				