

YEARBOOK WITH COMMENTS QUICK GUIDE

HOW IT WORKS



KEEP IT SIMPLE. MAKE IT IMPACTFUL.

Here are three easy steps for writing a meaningful note to each employee:

SET THE CONTEXT.

You are adding your personal congratulations on their years of service.

HONOR THEM AS AN INDIVIDUAL.

In a few words, think of the personal qualities you appreciate in them. What makes that person so good at what they do? What special talents do they add to the team?

RECOGNIZE THEIR CONTRIBUTIONS.

How have they made an impact? You might reflect on a special project or a memorable accomplishment the employee has achieved in the past years. Thank them for it! Let them know you value them.

Congratulations, Sam! It's been a pleasure working with you these past 10 years.

Thank you for always inspiring us and making us laugh. You bring such integrity and experience to our product design sessions.

In particular, we couldn't have accomplished our Redondo store opening last year without you. Great work! We are grateful to have you on the team.

FREQUENTLY ASKED QUESTIONS

What if I forget? A second reminder email will be sent prior to printing prompting you to add your comments. The window for your comments to appear in print, however, is limited so be sure to make it a priority!

If I miss the deadline, will there just be one big blank space?

No! We have default graphics that pull in in the absence of your messaging. But given the fact that 2/3 of all employees feel more connected to their leaders as a result of Leader Comments, we urge you to take advantage of this feature.

What if I don't invite others to comment? As the recipient's leader, you are key to ensuring that others have the opportunity to comment. If you don't provide email addresses, no comments will be included.

Can I review my comments and images before they are printed?

Yes. By all means, review your comments and how your image will appear prior to submission. Once you are satisfied and click "submit," edits cannot be made.

Will anyone else be able to see my comments? No. Comments are intended for the recipient's eyes only and will not be reviewed by other managers or the organization. However, do be aware that many recipients love sharing their published Yearbook with others, so as always, common sense applies.