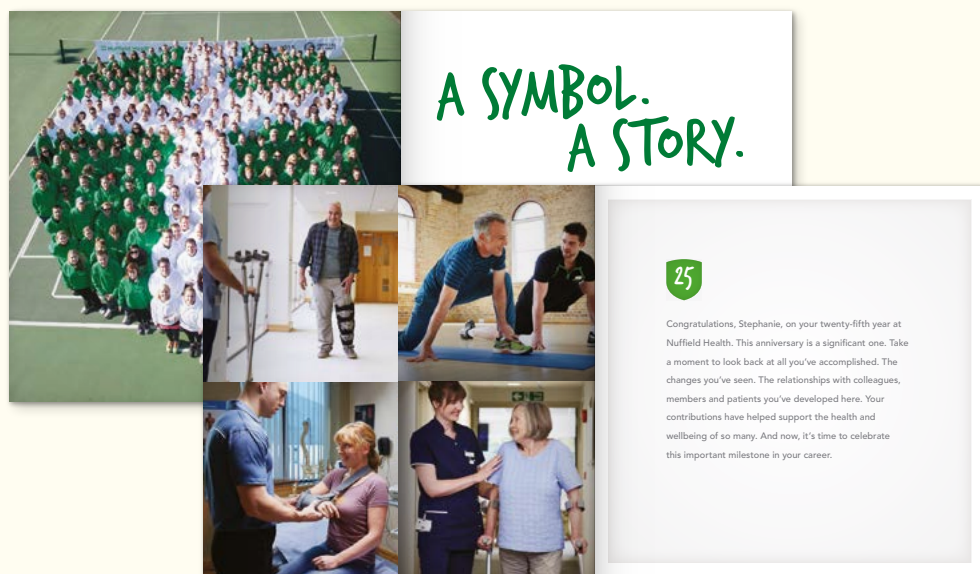


# YEARBOOK

## QUICK GUIDE

A Yearbook with comments amplifies the value of a career celebration by offering the opportunity for you as a leader, along with other team members, family and friends to add personal messages to an employee's Yearbook™.



Research shows that 90% of employees consider their leader's message meaningful. 66% feel an increased sense of connection to their leader as a result.

# HOW IT WORKS

1. You'll receive an email shortly before an employee's Yearbook is created inviting you to enter email addresses for people the recipient would love to hear from as well as to enter your own comments.
2. Add emails for fellow team members, people outside your department, family members or friends and they will be automatically invited to add comments too.
3. Craft a quick note honouring the person's contributions over time, the difference they've made and impact on the team. If you need help with what to write see the next page for tips or you'll find a pop-up window with help on the website.
4. Take a few photos with your smartphone, upload them, and videos if desired, to the website.
5. Done! Your comments and photos are automatically pulled into the printed Yearbook and any video content will appear in the online version of the Yearbook.

Be sure to enter your comments before the due date. Comments and photos received after the due date will appear in the online version only. Studies show that 94% of employees consider their printed Yearbook a keepsake, so don't miss out!

# 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.

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## HONOUR 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?

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## RECOGNISE 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 refit  
last year without you.  
Great work! We are delighted  
to have you on the team.*

## FREQUENTLY ASKED QUESTIONS

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**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 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 the absence of your messaging. However, it's a great opportunity to really connect to employees so we encourage you to take advantage of it.

**I'm busy. Who has time?**  
Set a time limit, say 5-10 minutes, and write just a few simple lines. It doesn't have to be elaborate. A few sincere words of appreciation go a long way.

**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.