

# Recognition Platform Evaluation Checklist

Choosing the right employee recognition platform is a critical decision that impacts engagement, retention, and company culture. This checklist will help you compare solutions and ensure you select a solution that meets your organization's needs.

As you evaluate vendors, look for a solution that is intuitive, scalable, and designed to drive meaningful recognition. Use this guide to assess key features, functionality, and support to make an informed decision.

Vendor 1: **Bonusly**      Vendor 2 (name): \_\_\_\_\_      Vendor 3 (name): \_\_\_\_\_

## Recognition

Bonusly      Vendor 2      Vendor 3

Peer-to-peer	<input checked="" type="checkbox"/>		
Top-down	<input checked="" type="checkbox"/>		
Nominations and awards	<input checked="" type="checkbox"/>		
Employee milestones	<input checked="" type="checkbox"/>		
Video recognition	<input checked="" type="checkbox"/>		
Add-on and commenting	<input checked="" type="checkbox"/>		
Company values	<input checked="" type="checkbox"/>		

## Rewards

Bonusly      Vendor 2      Vendor 3

Redeemable points	<input checked="" type="checkbox"/>		
Incentives	<input checked="" type="checkbox"/>		
Digital gift cards	<input checked="" type="checkbox"/>		
Custom rewards	<input checked="" type="checkbox"/>		
No markups	<input checked="" type="checkbox"/>		
Global catalog	<input checked="" type="checkbox"/>		

## Manager Tools

Bonusly      Vendor 2      Vendor 3

1:1s	<input checked="" type="checkbox"/>		
Manager analytics	<input checked="" type="checkbox"/>		
Performance recaps	<input checked="" type="checkbox"/>		
Goal setting	<input checked="" type="checkbox"/>		
Group and team recognition	<input checked="" type="checkbox"/>		

## Analytics

Bonusly      Vendor 2      Vendor 3

Manager dashboards	<input checked="" type="checkbox"/>		
User dashboards	<input checked="" type="checkbox"/>		
Leadership boards	<input checked="" type="checkbox"/>		
Participation metrics	<input checked="" type="checkbox"/>		
Organizational graphs	<input checked="" type="checkbox"/>		
Custom reports	<input checked="" type="checkbox"/>		

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## Communication

Bonusly      Vendor 2      Vendor 3

Announcements	<input checked="" type="checkbox"/>		
Mobile app	<input checked="" type="checkbox"/>		
Slack	<input checked="" type="checkbox"/>		
Microsoft Teams	<input checked="" type="checkbox"/>		
SharePoint	<input checked="" type="checkbox"/>		
Google Chat	<input checked="" type="checkbox"/>		
Zapier	<input checked="" type="checkbox"/>		
Jostle	<input checked="" type="checkbox"/>		

## Implementation

Bonusly      Vendor 2      Vendor 3

Project overview and scope provided	<input checked="" type="checkbox"/>		
Provides insights, ideas, and creative solutions	<input checked="" type="checkbox"/>		
Can launch by [ideal launch date]	<input checked="" type="checkbox"/>		
Premium program support available post-implementation	<input checked="" type="checkbox"/>		
Regular touchpoints and check-ins post-implementation	<input checked="" type="checkbox"/>		

## Access & SSO

Bonusly      Vendor 2      Vendor 3

Octa	<input checked="" type="checkbox"/>		
OneLogin	<input checked="" type="checkbox"/>		
Open ID	<input checked="" type="checkbox"/>		
Office 365	<input checked="" type="checkbox"/>		
Google	<input checked="" type="checkbox"/>		
Generic SAML	<input checked="" type="checkbox"/>		