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THE HOLIDAY RECOGNITION EXPRESS

The Deskless Recognition Checklist

Does your holiday program reach the night shift, the field crew, and everyone who never checks a company inbox? Check each point that's true today. Every unchecked box comes with a fix.

Admit every employee

Desk, floor, field, and night shift

How to use it: Work through all four stations with your HR team, then count your checks and find your result on page 2. Page 3 is a checklist for frontline managers to post.

Station 1 Delivery

No. 01 ☐

We can deliver holiday recognition to people without a work email address.

IF NOT Add a way in that needs no inbox: a text message, or a printed card with a QR code. Inspirus can send the experience either way.

No. 02 ☐

Employees can open it without logging in to a company system.

IF NOT Pick a format people open with one tap or one scan. If it needs a password they never use, it may not get opened.

No. 03 ☐

We have a printed option for people who don't use a phone at work.

IF NOT A printed card handed out on site still reaches people whose phones stay in a locker.

Station 2 Routing

No. 04 ☐

Recognition can go to a shift, crew, or location, not only to named people on a list.

IF NOT Set it up so recognition can go to a crew, shift, or site. Nobody gets skipped because they weren't on the right spreadsheet.

No. 05 ☐

Managers or site leads can hand recognition out in person.

IF NOT Route printed cards to the manager or site lead, so they arrive with a person instead of a mailbox.

No. 06 ☐

We have current contact details (personal mobile or site address) for frontline staff.

IF NOT Confirm mobile numbers and site addresses before December. Out-of-date contact details are one of the quietest ways people get missed.

Station 3 Managers

No. 07 ☐

Frontline managers know how to recognize someone on the floor, in the moment.

IF NOT Give frontline managers a simple habit: name the person, name what they did, and say it where the team can hear.

No. 08 ☐

Managers have ready-to-use words for holiday recognition.

IF NOT Hand managers ready-to-send words. The Holiday Recognition Bundle has manager versions of every message.

No. 09 ☐

Night, weekend, and remote-site managers are part of holiday planning.

IF NOT Bring night, weekend, and remote-site managers into planning. If they aren't in the room, their shifts tend to become an afterthought.

Station 4 The gift

No. 10 ☐

The gift can be redeemed without a work login.

IF NOT Use a gift people can redeem from a personal phone, with a QR code or access code.

No. 11 ☐

Employees choose a gift that's useful to them, not one-size-fits-all swag.

IF NOT Let people choose. Inspirus offers gift cards and merchandise from more than 2,500 brands.

No. 12 ☐

People who aren't on site the day it goes out still get it (shift rotations, leave, travel).

IF NOT Give people a window, not a single day, so someone back from leave or off rotation still gets the moment.

Count your checks. Where's your train?

12
All aboard.
You reach people whether or not they sit at a desk. Share page 3 to keep it that way.

9 to 11
Nearly a full train.
A few gaps could still leave someone behind. Start with your first unchecked box.

5 to 8
Some cars left behind.
Works for desk staff, misses some frontline people. Start with delivery and routing.

0 to 4
Still at the station.
Many people outside an office may miss it. Common and fixable. Start with Station 1.

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FOR FRONTLINE MANAGERS

Post this where your team leads will see it

Holiday recognition: your manager checklist

Check each box before the holiday program goes out.

- [ ] I know who on my team doesn't have a work email, and how they'll get their holiday message.
- [ ] I know when and where printed cards will arrive, and I'll hand them out in person.
- [ ] My night, weekend, and off-site people get the same moment as day shift.
- [ ] I've recognized at least one person on the floor this week, by name, for something specific.
- [ ] I have ready-to-send words for Thanksgiving, December, and New Year's.
- [ ] I'll check in with anyone out on leave or off rotation when the program goes out.
- [ ] Everyone on my team knows how to redeem their gift without a work login.
- [ ] I've told my HR partner about anyone who might be missed.

Get every car on board.

The Inspirus holiday program reaches people by text, by a printed card with a QR code, or through their manager or site. For HR teams: scan to see it, or visit **experience.inspirus.com/holiday-program**