



QUICK-STARTER GUIDE TO REWARDING WITH PERKBOX



When it comes to recognising and rewarding your employees, it's simpler than you think. Your first step is to think about when, why and how you want to reward.

While our new location agnostic, points-based Global Reward tool takes away the headache of figuring out the 'what' – the questions of 'when', 'why' and 'how much' are important pieces of your strategy that need to be addressed.

When and Why you should reward

We recommend creating a company-wide framework and guidelines you can share with managers. These will let them know when to reward employees and the reasons behind the reward. One simple and effective framework to go by are the three pillars of reward and recognition:

Performance

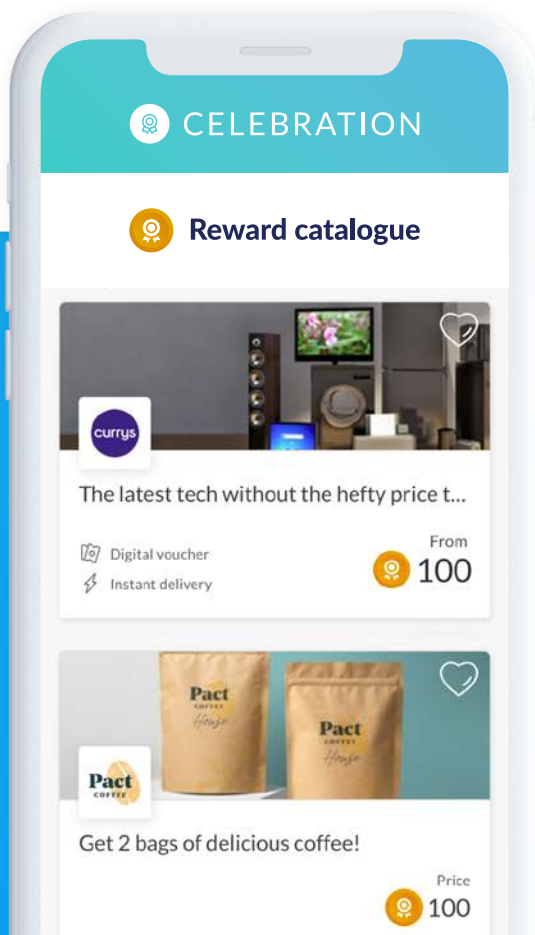
To recognise someone when they go above and beyond, create a stand-out piece of work, hit a critical project milestone or achieve great results.

Motivation

Motivate employees with a celebration or team building activity. This creates a positive experience and makes employees feel it's a great place to work. Occasions to celebrate and spark motivation can be company milestones, successful launches, a business anniversary, or just a random celebration to surprise and delight the team.

Life events

For a personal or company milestone. For example, an employee celebrating a birthday or a work anniversary.



These buckets are a rough framework you can add to or take away from to create a reward strategy that best aligns with your company values. They can then be broken down into

a table of small, medium and large rewards, to guide managers on when to reward and how many points to reward with. Below is an example you can use as a starting point:

Reward size	Occasion	Reward points*	What employees can get
Small	Going above and beyond in a project	300-500	Cinema tickets
	Stepping up to support the team/ a team member		Supermarket vouchers
Medium	Work anniversaries	500-1000	Entertainment offers
	A birthday		Gift cards at various fashion and technology retailers
	End-of-year rewards		Takeaway gift cards
Large	Completing a project or hitting a critical milestone	1000+	Travel savings
	Hitting a (quarterly) goal		Tip: Head into your wallet to browse the Rewards catalogue . We offer 2000+ rewards across 54 countries and are constantly growing our catalogue.
	Bonus		

*these numbers are averages and can depend on country

It's also important to think about a cadence as part of your guidelines. For example, once a month for small, every quarter for medium and twice a year for large rewards. How often you reward your people will depend on your budget and what behaviour and actions you want to encourage.

Are you ready to create your guidelines and start rewarding your employees, no matter where they're based? Get started with [this template](#) and set yourself up for an easy-to-execute reward strategy with Global Reward.

[Get template](#)



How does Global Reward work?

Rewarding globally is a seamless process, allowing you to reward your team instantaneously, wherever they're located!

Step 1

Purchase Reward points via a debit/credit card or a bank transfer

Tip: you can check out the Reward catalogue to see how much to reward in different locations

Step 2

Reward your teams directly or assign reward budget to your managers

Tip: Create teams and assign team managers to empower them to reward their teams. Add your global users if you haven't already.

Step 3

Once Reward points are sent to your employee wallets, they are able to choose from our [globally available catalogue](#) of amazing rewards!

Tip: add a personal note and tag your Company values, and it will be reflected on the Celebration hub!

Stay tuned for a new functionality we're adding soon that will allow you to bulk reward!