



## How to Use HERO Certificates and Note Cards for Recognition

We have provided 10 HERO certificate and 10 HERO note card designs to choose from when you want to present an associate with an instant, tangible token of recognition. In just a few minutes, for the mere cost of paper and ink, you can make an associate feel valued.

There are five certificate and note card designs that recognize Compass Group Values, and five that salute associates for various acts exemplifying the spirit to “Aim Higher.”

The certificate designs are available as a locked Word document, which you can personalize on your computer and print. Choose a certificate to present to an associate at a team gathering, for ‘public’ recognition; choose a note card for an individual presentation. All note cards are PDF files only, because a hand-written note has a more personal touch. All certificate and note card designs are available in English and Spanish.

*To recognize an associate with a **certificate**, follow these simple steps...*

### **Step 1**

Click on the appropriate link to select English or Spanish.

### **Step 2**

Choose a certificate title that features the Compass Value or “Aim Higher” spirit that you want to reward. Click on the certificate design selection to open the file.

### **Step 3**

There are four (4) text boxes for you to enter text before printing the certificate; use the Tab button to move from box to box. Type the appropriate information in each text box, replacing the text that prompts you to ‘Enter Here’. The text boxes represent the following:

1. The associate’s **name** to which the certificate is being presented
2. The **date** the certificate is being presented to the associate
3. A short **description of the action** for which the associate is being recognized
4. **Your name** or the name of the person that is recognizing the associate

#### **Step 4**

Print the certificate on an 8-1/2" x 11" sheet of paper, and present it to your stellar associate in front of your team. You can recognize teams with a certificate as well. ***Remember, recognition works best when it's immediate, tangible, and in front of peers.***

*To recognize an associate with a **note card**, follow these simple steps...*

#### **Step 1**

Click on the appropriate link to select English or Spanish.

#### **Step 2**

Choose a note card title that features the Compass Value or "Aim Higher" spirit that you want to reward. Click on the note card design selection to open the file.

#### **Step 3**

Print the note card on an 8-1/2" x 11" sheet of paper. Fold the note card in half so that the design appears on the front and the text "This card is a creation of HERO" appears on the back. Once folded, the note card design forms a portrait-style card or a landscape-style card.

#### **Step 4**

Write a special message inside the note card and present it to your stellar associate. ***Remember, research shows that the most engaged associates receive praise and recognition from their immediate supervisor at least once every seven days.***