

Checklist to Choose Your Recognition Partner

Program Management				
Selection Criteria	Partner 1	Partner 2	Partner 3	Partner 4
Does the platform offer simplified management of employee lists?				
Are delivery and logistics fully covered?				
Does the platform reduce my team's administrative workload?				
Can the program be rolled out quickly and easily?				
Can the platform integrate with our existing systems?				

Offerings and Features				
Selection Criteria	Partner 1	Partner 2	Partner 3	Partner 4
Does the platform support the different pillars of recognition (formal, peer-to-peer, managerial, etc.)?				
Is the platform easy to use for HR and recipients?				
Is the platform easily accessible to all our employees, whether they use a cell phone, a computer or have little or no technology?				
Does it offer features to actively involve managers?				
Is the range of gifts and rewards extensive?				
Does the partner offer a selection of local gifts?				
Does the platform feature real-time dashboards and exportable reports?				

Customization				
Selection Criteria	Partner 1	Partner 2	Partner 3	Partner 4
Can we adapt the platform to suit our image?				
Is it possible to create themed or segmented boutiques for our various recognition events?				
Can gifts be personalized?				

Flexibility and Scalability

Selection Criteria	Partner 1	Partner 2	Partner 3	Partner 4
Can the partner support my current number of employees?				
Is he capable of supporting my company's growth over the next few years?				
Is the partner able to evolve and diversify the gift experience from year to year?				
Does the platform have a modular architecture to evolve with my recognition culture?				

Coaching and Support

Selection Criteria	Partner 1	Partner 2	Partner 3	Partner 4
Does the partner offer bilingual support, including for recipients?				
Does he offer expert strategic guidance?				
Are training courses and resources available to help managers in their recognition practices?				
Is support offered to ensure adoption of the program by our employees?				

Data Protection

Selection Criteria	Partner 1	Partner 2	Partner 3	Partner 4
Does the platform comply with security and confidentiality standards?				
Are data hosted in Canada or according to equivalent standards?				
Is an access and permission management system in place?				
Does the partner guarantee clear, measurable service levels (SLAs)?				

Costs

Selection Criteria	Partner 1	Partner 2	Partner 3	Partner 4
Is the pricing structure clear and transparent?				
Are there any additional costs (delivery, returns handling, etc.)?				
Is the price within our budget?				

Additional Criteria to Consider

Selection Criteria	Partner 1	Partner 2	Partner 3	Partner 4
Is the partner committed to social and environmental responsibility (SER)?				
Does the partner have a good reputation with concrete customer references or case studies?				
Does the quality and speed of customer service meet your expectations?				

My Personalized Selection Criteria

Selection Criteria	Partner 1	Partner 2	Partner 3	Partner 4