



SEVEN FUNDAMENTAL STEPS

for building a great place to work



limeade®
it's totally possible.

limeade®

MEET LIMEADE

A corporate wellness technology company that drives *real* employee engagement.

 TINYpulse®

MEET TINYpulse

An employee engagement solution company that offers feedback and performance management tools.

We've partnered because we both believe that people should come first. When you invest in your employees, great things happen — for them and for your business.

Caring for your employees is how you become a great place to work. And we're on a mission to help you get there. Follow along to learn the seven steps to build a great place to work.

1

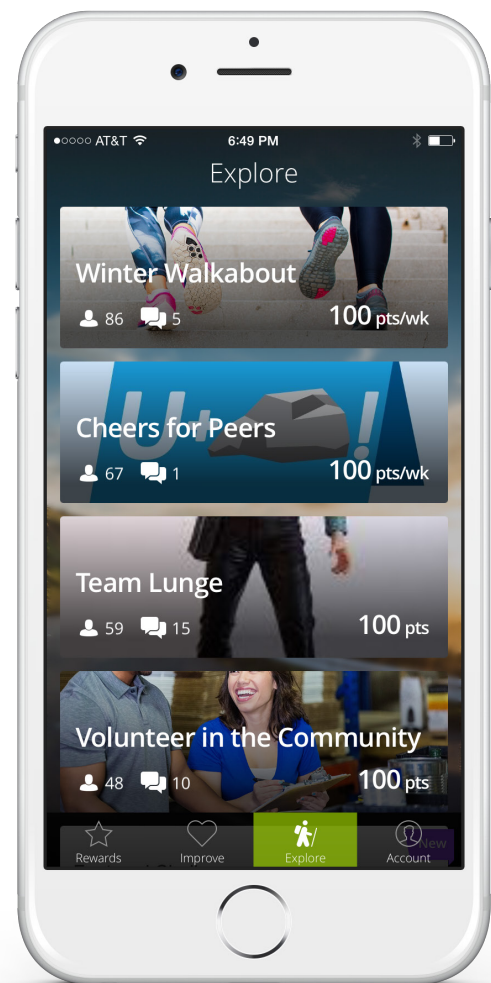
INVEST IN EMPLOYEE WELL-BEING

When you care for people as individuals — not just as employees — you end up with a happier, more engaged workforce. In fact, when employees feel their employer cares about their well-being, they're **38 PERCENT MORE ENGAGED.**¹

It starts with acknowledging all areas of employee well-being: physical health, financial well-being, stress and emotional challenges, and life at work.

One of the ways you demonstrate your commitment is to invest in well-being tools and resources.

Corporate wellness programs are one of the primary ways employees learn about well-being and track progress toward personal goals. If employees don't have access to these resources, they may never fully understand how to take ownership of their well-being. Aim to create a positive well-being program that inspires employees to improve in the areas they care about.



3 ¹ Quantum Workplace and Limeade. (2015) *Workplace Well-Being: Provide Meaningful Benefits to Energize Employee Health, Engagement, and Performance.*



2

GIVE EMPLOYEES A VOICE

Your employees have great ideas — so show them you care by listening to them, involving them in decisions and soliciting their opinions.

This means creating feedback mechanisms — informal or formal, qualitative or quantitative (optimally it's a combo of all four). The best way to do that? Take a pulse on your workforce through tools and forums that give employees a voice — but most importantly, you need to take action on what they say.

Taking action on feedback **INCREASES ENGAGEMENT BY 23 PERCENT.**¹

The takeaway? It's extremely important to ask for employee feedback and do something about it.

Limeade uses TINYpulse Engage to do just that and sends weekly pulse surveys to capture anonymous feedback from its employees. Employees can respond to the questions asked, send kudos to coworkers and share virtual suggestions.

VALUE THE MANAGER- EMPLOYEE RELATIONSHIP

Managers play a huge role in employee well-being and engagement, which we know are two drivers in becoming a great place to work.

Here's what research tells us about manager support and influence:

- Employees rate their relationships with direct supervisors as **MORE IMPORTANT TO JOB SATISFACTION THAN BENEFITS.**¹
- A strong manager relationship leads to **MORE PRODUCTIVE, EFFICIENT AND LOYAL EMPLOYEES**² who create less conflict.
- Employees supervised by a highly engaged manager are **59 PERCENT MORE LIKELY TO BE ENGAGED.**³

So don't forget the significant role well-being plays in the manager-employee relationship.

Managers who are truly invested in their own work and well-being recognize that employees with high well-being will feel more connected to their work. But often, managers don't understand how to talk with their employees about well-being. Give your leaders tools and the flexibility to promote well-being to employees. Here are a few suggestions to share with managers:

- Have frequent 1:1 meetings with your employees.
- Communicate openly, honestly and consistently.
- Assume positive intent from your employees.
- Don't avoid difficult conversations.
- Encourage self-efficacy in your employees.
- Help them overcome fears and be optimistic.

¹ SHRM. (2012). *2012 Employee job satisfaction and engagement.*

² O'Brien, P. (2014). *Why strong employee/employer relationship is important and how to achieve this? B2C.*

³ Gallup. (2015). *State of the american manager.*

ACTIVELY SUPPORT GROWTH & LEARNING

To feel engaged, employees need to develop and grow. This means organizations should create opportunities for learning new skills, understanding career aspirations and providing feedback.

TINYpulse reports **EMPLOYEES WHO DON'T SEE OPPORTUNITIES FOR CAREER GROWTH AT THEIR COMPANIES WILL LEAVE.**¹ This is especially true for millennials: 75 percent say they'd consider looking for a new job if they didn't see any opportunities for growth with their current employer. But on the flip side, those who have access to professional development are more than 10 percent more likely to stay.

Try some of these at your workplace:

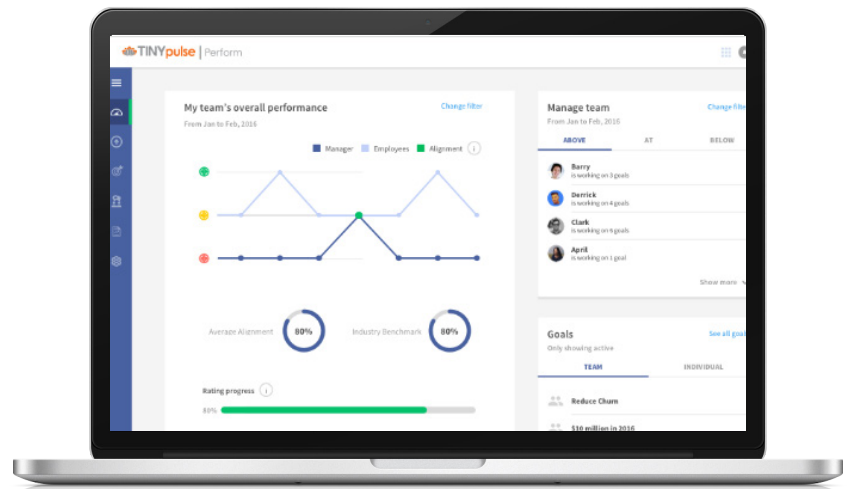
- Offer job shadowing or training opportunities.
- Share new positions internally before rolling out to the public.
- Partner with employees to create learning and development plans that reflect their unique interests and goals.

¹ TINYpulse (2015). [Employee retention report](#).



5

PROVIDE REGULAR FEEDBACK



It's great to give learning opportunities (remember tip #4?), but giving feedback is just as important. Employees need to understand their personal areas for improvement. Establishing a meaningful “norm” for giving feedback helps them see a clear path toward their own professional development.

Most employees don't like traditional performance reviews — they take too much time, miss important information and often happen too late to do any good. Employees want feedback to be fast, objective and frequent. Especially millennials, with **74 PERCENT FEELING “IN THE DARK” ABOUT THEIR PERFORMANCE¹ YET 61 PERCENT SAYING THEY NEED SPECIFIC DIRECTIONS TO DO THEIR BEST WORK.²**

Performance reviews shouldn't be a scary, once-a-year thing — instead they should be an easy ongoing discussion with your manager. Here are some tips on how to start these conversations:

- Encourage employees to create an agenda item about goals/performance in every 1:1.
- Designate one of your 1:1s as a monthly goal-oriented meeting.

Limeade uses TINYpulse Perform to give its employees regular feedback. Instead of spending hours compiling information at the end of the year, TINYpulse Perform helps build an employee's performance portfolio week over week.

ENABLE & ENCOURAGE PEER RECOGNITION

Employees rely on and support their coworkers every day. In fact, peers — not money — are the top reason¹ employees go the extra mile at work. So it's extremely motivating to get recognition from them. Coworkers often notice accomplishments that supervisors might miss, so peer recognition helps you get a better picture of all the great work your employees do.

Some ways to help employees show thanks to one another include:

- Ask peers to nominate and vote for employees of the month.
- Publish an appreciation column in your employee newsletter.
- Leave kudos notes or thank-you cards on employees' desks.
- Invest in a recognition tool.

Limeade employees love TINYpulse's Cheers for Peers feature — here's what they say:

“WHEN I GET A CHEERS FOR PEERS IN MY INBOX, IT MAKES ME FEEL REALLY GOOD. IT MAKES ME FEEL APPRECIATED BY MY OTHER TEAM MEMBERS, AND IT'S GREAT TO SEE SOME OF THE COMMENTS THAT THEY SAID. THAT THE LITTLE THINGS THAT YOU DIDN'T THINK AFFECTED OTHERS ACTUALLY DID, IN A POSITIVE WAY.”

USE ALL OF YOUR HR TOOLS TO REINFORCE YOUR MISSION

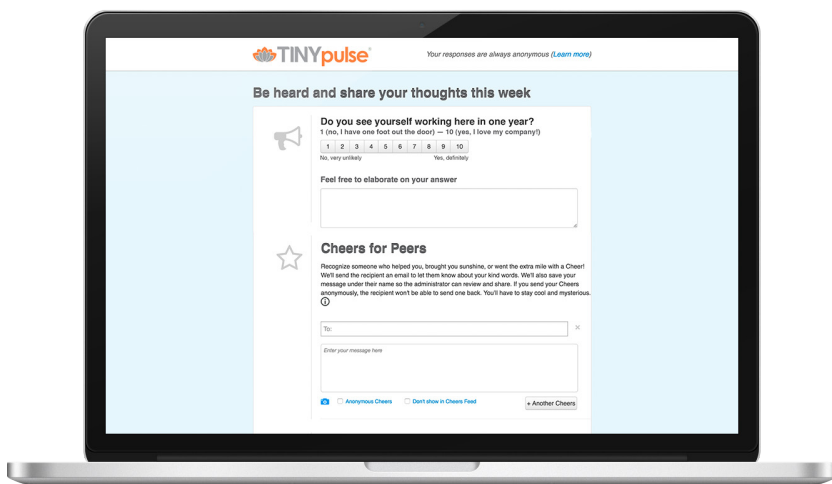
Employees need to feel a connection to your organization's reason for being. And it's especially important they see how they contribute to it. Create tangible processes and materials that incorporate your company mission and values — and be transparent to your employees about the role they play in it.

Why? Because employees who find meaning in their work are three times more likely to stay with their organization. They also report

1.7 TIMES HIGHER JOB SATISFACTION AND ARE 1.4 TIMES MORE ENGAGED AT WORK.¹

Ways to boost employees sense of connection to their work:

- In your weekly survey, ask about alignment on company values.
- In your well-being program, have challenges that reinforce your culture/mission.
- In your performance management tool, include a goal linked to company values.
- In your 1:1s, encourage managers to show employees how their work directly contributes to your organization's success.



A great place to work never stops investing in its people — so keep the momentum going. TINYpulse and Limeade have partnered to help you amplify your organization's commitment to happy, healthy employees every step of the way. Limeade now instantly tracks engagement with TINYpulse products and delivers points to employees through its API integration.

LIMEADE.COM
TINYPULSE.COM

