

INSPIRE

Adoption Communication Emails

We recommend the following correspondence internal to your organization to ensure clear communication to employees on the timeline and intent of the Inspire platform. For additional assistance please contact your client success representative.

Email Communication Topics & Frequency

Frequency	Subject	Email
At Launch	Welcome to Inspire	1
Week 1	Performance has launched	2
Week 2	Just Checking In On Goals	3
Week 2-3	Recognize Your Colleagues	4

1



Welcome to Inspire!

Hello,

[Company Name] is excited to announce that we have selected Inspire to help us improve our efficiency, communication, and collaboration on our organizational goals.

The Inspire platform:

- Offers the ability to track individual and team goal progress.
- Provides transparency into our organizational strategy.
- Enhances communication with your colleagues, direct reports, and supervisors.
- Simplifies the performance review process.
- Provides instant access to give recognition to your peers.

To get started with Inspire

<https://app.inspiresoftware.com>

Username: [Company format]

Password: [Company format]

Thank You,

[Name of sender]

For technical support using inspire support@inspiresoftware.com

2



Performance Has Launched!

Hello,

[Company Name] recently introduced Inspire, a new tool you will use to track your goals and simplifying the performance review process. By now you've accessed the Inspire platform successfully.

We are happy to announce the launch of *[Performance Cycle Name], which you can now access. If you have any issues or need assistance, please contact [Contact Name].

Access Inspire and more information

<https://app.inspiresoftware.com>

[Inspire Performance Overview](#)

Thank You,
[Name of sender]

For technical support using inspire support@inspiresoftware.com

**The dates for this cycle are in the past so you might get a few notifications you are past due. Please disregard these notifications. Once we get through this cycle- the next cycle will start in the future.*

3



Just Checking In On Your Goals!

Hello,

Are your *goals in Inspire? If so, you're ready to check-in to update progress and status on your goals. Checking in on goals is a quick and easy way to keep track of, and inform, your colleagues of your progress, status, and achievements.

What is a check-in:

- Check-In buttons are available on all goals within Inspire.
- Selecting the Check In button provides immediate access to update your goal progress and provide a status statement.
- Regular Check Ins provide up-to-date progress insight accessible to colleagues and supervisor through the newsfeed, 1-1 and goal history.

Access Inspire and more information

<https://app.inspiresoftware.com>

[Inspire Check In Overview](#)

Thank You,
[Name of sender]

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**If you haven't yet entered goals, please follow these [simple steps to get started](#).*

4



Recognize Your Colleagues!

Hello,

Things are rolling along with Inspire and we are making valuable progress on our goals, performance and are checking in regularly.

What's next? Let's recognize a colleague for their contributions using the Inspire Recognition module. This module provides instant access to give recognition* to a deserving colleague that your whole organization can see and celebrate.

Access Inspire and more information

<https://app.inspiresoftware.com>

[Inspire Recognition Overview](#)

Thank You,
[Name of sender]

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**Inspire has a Recognition Module that will allow the HMA team to give out Value Awards to your teammates.*