



Tips for Asking for Help

Are you unsure about what you should ask your Givitas community for help with? That's ok, we have a list of topics below that may help you recognize a need that you didn't realize you have.

- An introduction or connection to a colleague you'd like to know
- A recommendation for a vendor or partner
- A piece of information needed to complete a project
- A specific skill or ability that is missing on your team
- A personal recommendation (local restaurant, babysitter, vacation spot, holiday gift)
- A second set of eyes on an important presentation or document
- Volunteers to join a project or initiative you are working on
- Answers to organizational process or policy questions.

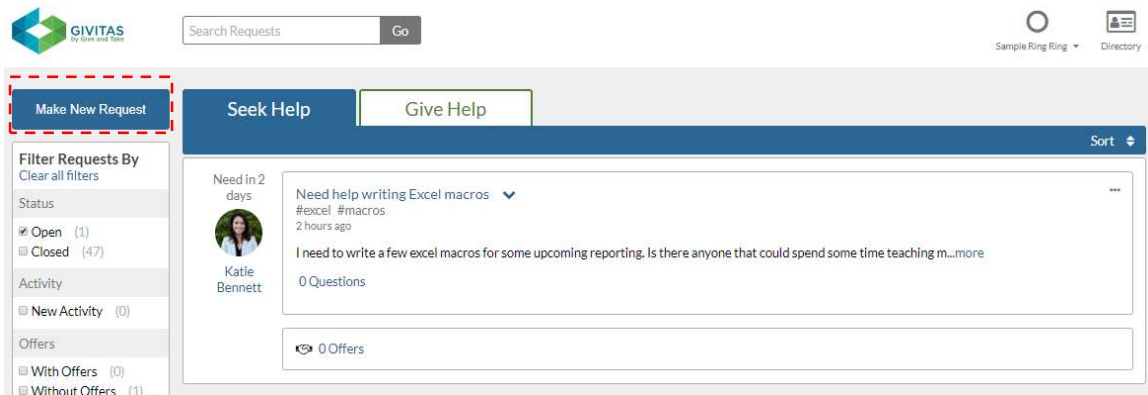
Once you have identified a need for help, we recommend you follow our SMART criteria for writing a request, which will make it easier for others to help you.

SMART: Specific, Meaningful, Actionable, Real, Time-bound

- **Specific:** Specific requests get more help than general or vague requests. Provide enough details so that your community knows exactly what you need.
- **Meaningful:** Tell everyone why your request is important. It motivates others to help when they know exactly why you are making a request.
- **Actionable:** Are you asking for information? Advice? Some resource? Perhaps a contact or referral? Your community will help if you tell them exactly what you want them to do.
- **Real:** Make it real. Ask for something you really need. Your request can be big or small, but don't make a request just to make one.
- **Time-bound:** When do you need it? Give your request a due date so everyone knows the time frame within which you need their help.

Now that you know what you are going to ask for help with and how to write the request. Follow the steps below to create your request for help in Givitas.

Step 1 – Click on the “Make a New Request” button in the upper left corner of the Seek help page.



Step 2 – Complete the information within the new request tile.

- Title:** This is the first thing your Givitas community sees about your request so make sure your title is easy to read and summarizes your need.
- Body:** Follow the SMART criteria above and enter your request for help.
- Date:** When do you need help by? Pick a date by clicking on the calendar icon.
- Tags:** Make it easy to search for your request in the future and for others in your community to quickly understand your request by adding a “#” topic. Type “#” to see a drop down of commonly used hashtags or create a new tag.

Give your request a title

Body

Normal B I U Link List Bulleted List

What do you need help with?

Date: Need help by? [Calendar Icon]

Tags: Use tags to categorize your request

Submit Request Cancel

Step 3 – Click on the Submit Request button to post your request to your entire Givitas community.

Date

04/07/2018

Tags

Use tags to categorize your request

#travel ✕ #graduation ✕ #family ✕

#personalrequest ✕

Submit Request

Cancel