How to send a Thank You (Non-Monetary Award)?

1. Go to the website: hr.vanderbilt.edu/recognize/login.
2. Enter your vunet ID and password (both are case sensitive).
3. Select “award site” using your mouse.
4. Click on the tab that says “Send An Award”.
   a. Under the “digital awards sent via email,” choose the radio button under the “Thanks: Non-Monetary” award.
   b. Scroll down the page. (Note: Do not choose the selection that says “physical awards” as this option is not available to us.)
   c. Choose a language. Currently English, French and Spanish are the only options; however, there will be other languages added.
   d. Click on the word “PROCEED” at the bottom of the page.
5. Fill in the options on the Vanderbilt award details page.
   a. For the “send to” section, choose your award recipient(s).
      i. In order to enter the name of the person (or people) to whom you want to send an award, you must choose “select” with your mouse. This opens up a prompt window with several search options.
      ii. You may search by Country, by Department, by Last Name groupings, or you can enter someone’s last name. Once you click on “SEARCH”, the prompt window will display the list that your search option filtered out.
      iii. Highlight the name or names of the person(s) you are awarding and click “select recipient”. This closes the prompt window, and puts the name(s) of the people you have chosen into the “send to” window. (Note: It is possible to choose more than one name so that you can thank a team or group of people for the same achievement.)
   b. You can ignore the section that says budget details. Since we are sending a non-monetary award, this is irrelevant. [It simply means you are allowed to send any number of “thank you’s.”]
   c. In the section labeled “reason for recognition”, there is a pull down window with eleven different options. You must choose one of these as a guideline.
      i. The first six options are from the Vanderbilt Credo.
      ii. The last five options are from the Vanderbilt Pillar Goals.
   d. For “message to recipient” it is important to be specific. Detail why you think they deserve the award.
      i. If they exceeded expectations on a specific task, then name the task. For example, saying that someone has done a really good job is very general. What have they done that impresses you? Did they do a great job on a presentation, or finish an assignment before a deadline? Are they kind, polite, respectful? Let them know why you believe they deserve the award.
      ii. Type your message and so make sure you proofread your message carefully. There is no spell check in the system at this time. (Note: You don’t need to put the recipient’s name into the message or add yours at the end of the message as the sender. The system will populate the “To” and “From” automatically.
   e. Click “PROCEED” to continue to the next page.
6. The next page will ask you to verify the details of the award.
a. The “order details” show who the award is from and who it is to.
b. The “award details” display the rest of the fields from the previous page. Note: You have one more opportunity to read your message. If you need to make any changes, click the BACK button on your browser to return to the previous screen.
c. Click “SEND AWARD” to confirm that everything is the way you want it.

7. The last page is the confirmation that your award has been sent and also displays the details of the award you have sent.
   a. Two emails will be sent out as a result of your procedure. One will be the thank you which will go to the person you have thanked. The other will go to your email inbox as an additional confirmation of the thank you award that you have sent.

8. You can click on “Home” if you wish to send another award; Or you may close the browser window to log off the website.