Creating a Recognition Wall

A Recognition Wall is a great way for you, colleagues, and friends to share personal messages, memories, and congratulations with your honoree.

Building a Recognition Wall is quick and easy. You’ll receive an email approximately one month before your honoree’s service anniversary with a custom link for your honoree’s Wall. Just follow the steps below:

Step 1. Click on the link in the email.

Step 2. Select a design from the library of images.
Step 3. Customize your post. Add a personal message, share a funny story, or simply congratulate your honoree on this milestone.

Step 4. Preview your post and click “Send and Finish.”
Step 5. Invite friends and colleagues to share their own congratulations.

Simply enter their names and email addresses in the “Invite” column on the left.

Once you hit “Send and Finish,” invitees will receive an email with the link to the Wall.

What happens next

On the anniversary date, your honoree will receive an email with a link to view all the posts from friends and colleagues—a great way to start the day!

Questions?

If you need help setting up your Recognition Wall, please contact the Yale University service award vendor, HALO Recognition, at (800) 999-3462 or servicerecognition@mcfina.com.

If you have questions about Yale’s recognition programs, please reach out to the Recognition & Engagement team at internal.communications@yale.edu.