

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.

Yale

Recognition Wall

Rogers Burke

10 Year Anniversary

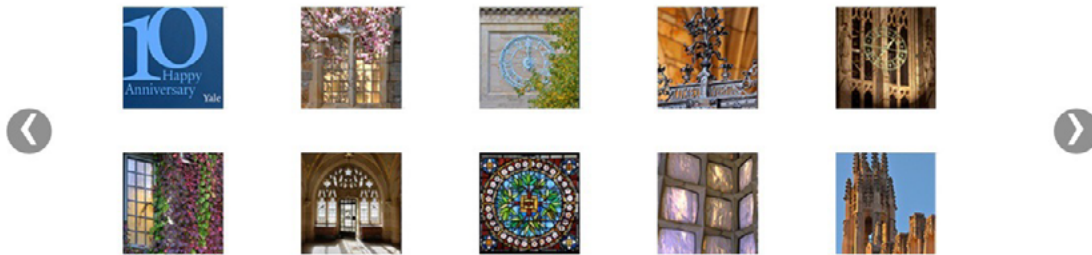
Anniversary Date: September 1, 2023

Select

Message

Invite

Select A Design 




Choose from a variety of design options

Step 3. Customize your post. Add a personal message, share a funny story, or simply congratulate your honoree on this milestone.

Navigation: [Select](#) | **Message** | [Invite](#)

Customize A Message



Rich text editor with placeholder: Add your message here


Character Count: 350

Buttons: [Saved Messages](#) | [Previous Step](#) | [Send and Finish](#)

Step 4. Preview your post and click “Send and Finish.”

Navigation: [Select](#) | **Message** | [Invite](#)

Customize A Message **Preview here** ↓



Sara, Congratulations on your 10-year anniversary at Yale! Your dedication, hard work, and commitment are second to none! We appreciate your depth of knowledge and your sense of humor! I know I speak for the entire team when I say how much we all value you as a colleague and as a friend.

Thank you for everything.
Enjoy the day!
Lisa

Yale

Rich text editor with preview text:

Sara, Congratulations on your 10-year anniversary at Yale! Your dedication, hard work, and commitment are second to none! We appreciate your depth of knowledge and your sense of humor! I know I speak for the entire team when I say how much we all value you as a colleague and as a friend.

Thank you for everything. Enjoy the day!
Lisa

Character Count: 17

Buttons: [Saved Messages](#) | [Previous Step](#) | [Send and Finish](#)

Click here to move to next step ↓

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.

Invite Others To Celebrate Redo Card

Address Book edit search

Ashley Blackwell
ashley.blackwell@yale.edu

Select All

First Name

Last Name

Email

Add to Address Book

Invite

Invitees Sort by: Name Icon Key

Ashley Blackwell
ashley.blackwell@yale.edu ✉

Emily DeFrances
emily.defrances@yale.edu ✓ +

Add Anniversary to your Calendar

Send and Finish

Add names and email addresses here

Click here when you're done. Everyone you've invited will then receive an email inviting them to post their messages to this 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.