Recognition Awards

All staff members have access to send a thank you to a colleague within the University. For those with access to their departmental budget they are also able to nominate a colleague for a recognition award.

Accessing the Recognition Awards

To access the Recognition Awards please go through The Deal portal via MUSE. From the portal click on the Recognition Awards icon (5th icon down on the home screen) The Recognition Awards will open in a new window.

Manager Nomination Process

To nominate a colleague for an award click on 'Nominate a Colleague'

From the drop down menu choose your Department's budget and click next.

If you do not choose the budget you will only be able to send a thank you.

If you do not have access to your Department's budget you will only see 'Thank you' in the drop down field.

To request access please contact your Head of Department or delegate budget holder.

Alternatively please email thedeal@sheffield.ac.uk and we can request access on your behalf.

Next you will be able to choose whether to nominate and individual, a team or an entire department.

For an individual, either type in their name or select their department from the dropdown list, then click on the person you want to nominate.

For a group, click on the group option, and then search by name or department as above for the people you wish to nominate.

Repeat the process to add people to the group. Once you have everyone you want, click on the 'select group to nominate' button.
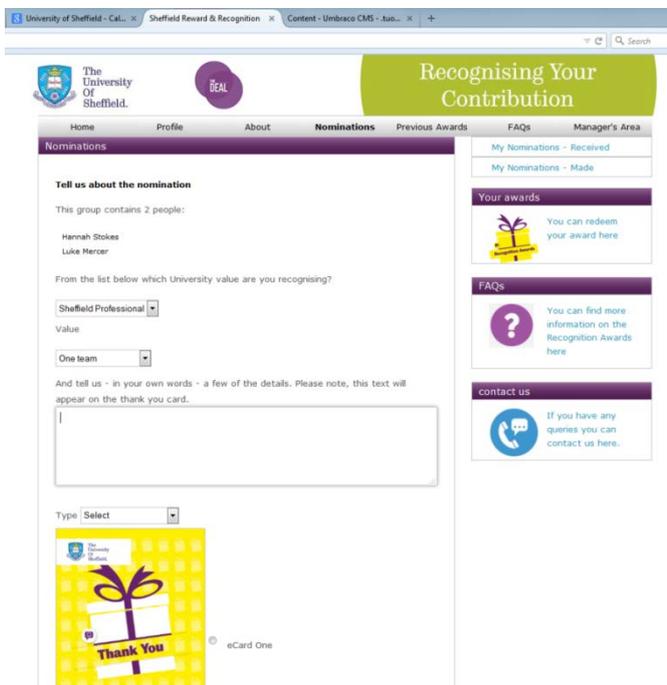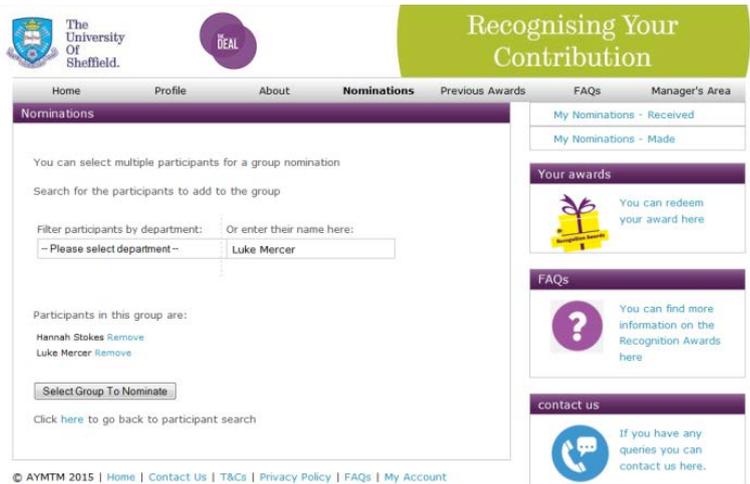
Complete the nomination form:

- Select the behaviour you are nominating for.

- Provide a brief explanation of the reason for making your nomination. This text will be visible to the Head of Department if they need to approve the award and by the nominee so ensure that the reason for the award is clear:

- Select the award you want to give (the choice will vary based on the award type – Small gift/Vouchers/Additional payment/Team/Annual Leave). You can view the awards in advance of making a nomination by click on the "Types of Award" link on the right hand side of the Manager's Area (the tab along the top).

- Choose an e-Card of your choice by clicking on the button to the right hand side.

- Click submit.

You will receive a confirmation email that your nomination has been successfully submitted and will be either sent to the Head of Department for approval or the nominee will receive confirmation of the award if the award does not require further approval (Small gift category).

Thank you ecard – the information entered on the nomination form creates an automated ecard.

These ecards can be printed out.

Manager's Area

My team

This provides a list of everybody assigned as one of your direct reports.

My team's nominations

This will provide information about activity in your part of the department – who has been thanked and/or who has received an award. You will know at the time if any of your direct reports has been nominated or thanked- you will receive an email and it will also feature on your manager dashboard.

Budgets

You will be able to view the current budget balance and all awards made from that budget to date through this section of the portal.

If you are the Budget Holder you can also delegate your budget to another colleague – for example if you are going on annual leave.

You will need to remove the delegate from your budget on your return or you will be unable to view/select it from the nomination dropdown menu.