

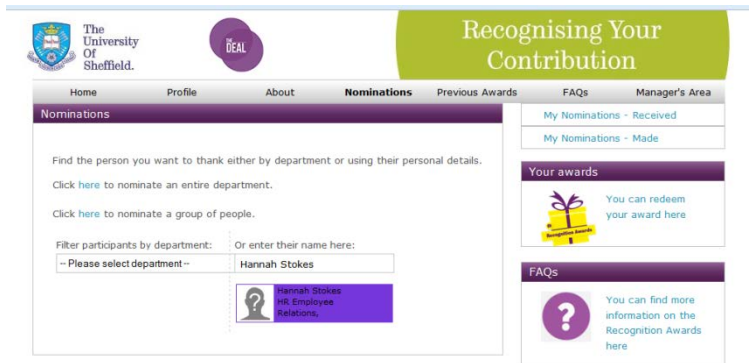
Recognition Awards

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.

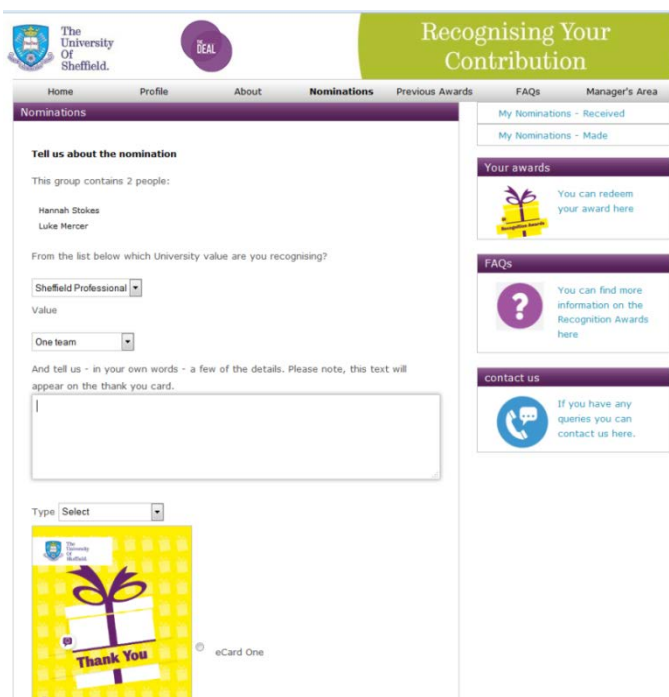


Peer to Peer Nomination Process

Any colleague can thank another colleague for their contribution through a thank you e-Card. The first thing you need to do is click nominate a colleague on the home page.



Choose the individual you are nominating by typing in their name in the below field or searching by department.



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 individual and their line manager, as well as on the 'previous awards' page on the portal.)

Choose an e-Card of your choice and click Submit.

The information entered on the nomination form creates an automated ecard. These ecards can be printed out.

You can view the nomination on the '**previous awards**' tab within the portal or via the 'my nominations - made' link also within the 'previous awards' tab.