

Award Program Nominations Quick Guide

Audience: Staff Members

Process Overview

CMU=You is our home for Staff Award programs and nominations. This guide reviews the basic steps to submit a nomination for a Staff Award.

Note: These instructions follow the standard nomination process. Some Award Programs may have specific requirements. These requirements may involve submitting attachments or providing additional details along with the nomination.

Process Steps

1. Click the **Award Programs** tile on the [CMU=You homepage](#) to begin the nomination process.

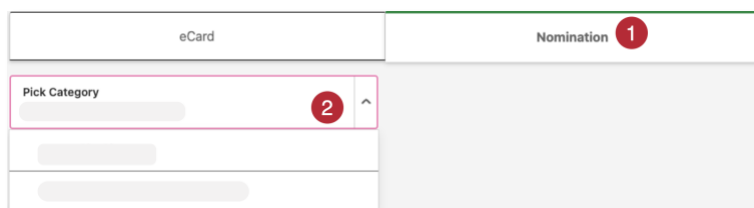


2. Select the **Staff Awards program** for which you'd like to submit a nomination.

Note: If the nomination window is closed for an award program, CMU=You will receive an error.



3. Select the **Award Subcategory** (if applicable). The **Send Recognition** screen will display.
4. In the **Nomination** tab, in the **Pick Category** dropdown, select the award for which you would like to submit a nomination.



5. Depending on the Award Program guidelines or the college or division, submit an **Individual** or **Group Nomination**.

Initiate an Individual Nomination:

1. In the **Recipients** field, typing the employee's **first** and **last** name will prompt the system to generate a dropdown list of staff members matching the name you type.

Note: To locate an employee, you must **first** enter their **first name**. A dropdown menu will appear with the names and titles of the employees. If you cannot find the person you are trying to nominate, they are not eligible for this nomination. As a reminder, only the employees eligible for this Award Program will be displayed. If you think an employee is missing in error, please notify the department award administrator.

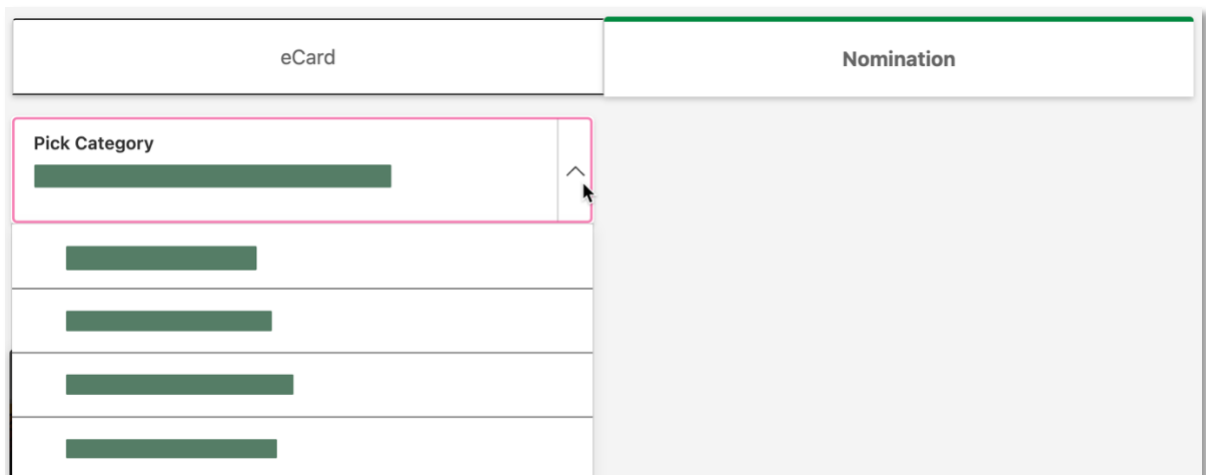
2. Click the name from the dropdown menu and it will populate the Name field.



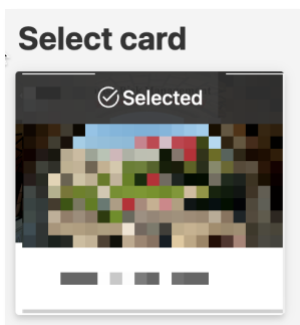
- a. Below the **Recipients** field, the **Nomination** tab will be selected and the **Pick Category** dropdown will reflect the selected Award Category.

Note: Categories are based on the Award Program's requirements. Not all Award Programs have multiple categories.

The eCard tab will show any eCards that you may utilize to recognize a colleague, but **will not** nominate them for an award. For additional details on sending an eCard, see the [Social Recognition Wall Quick Guide \[pdf\]](#).



- b. The **Select Card** field will default to the image associated with the selected Award Category.



3. In the Award Reason field, add a detailed justification explaining why this individual is being nominated then click **Next**.

Please tell us why you would like to nominate [REDACTED] |

Award Reason:

Award Reason Here.

[Show me a preview](#)

Next

- a. If the award category requires an attachment, below the Award Reason field, click Choose File to attach the appropriate files (e.g., Statement of Support, Testimonials). Red asterisks will indicate how many are required.

Upload Sample Attachment 1*

Choose File No file chosen

Upload Sample Attachment 2*

Choose File No file chosen

Upload Sample Attachment 3*

Choose File No file chosen

4. Click **Send Privately** to submit the nomination.

Summary

Recipient(s)

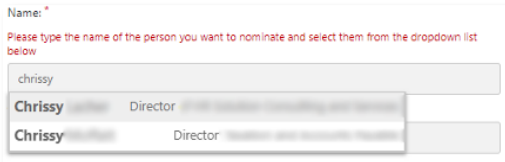
Send Privately

5. To submit another nomination, after clicking **Send Privately**, click the **Back** button on your browser (you may have to click **twice**) to return to the **Staff Award Nominations** screen with all award categories.

Initiate a Team Nomination:

Some Award Programs offer opportunities to nominate two or more individuals as a team for certain awards. Please refer to the Award Program's eligibility guidelines to determine if a specific award allows team nominations.

1. Type the employee's **first** and **last** name and the system will generate a dropdown list of staff members matching the name you type.
2. Click the name from the dropdown menu and it will populate the Name field. **Repeat this step for all team members you want to nominate.**

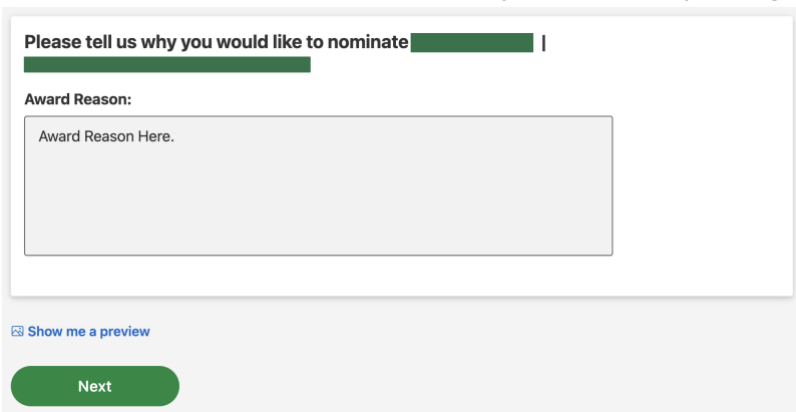


A search interface for employee names. The 'Name:' field contains 'chrissy'. Below the field, a dropdown menu is open, showing two entries: 'Chrissy' and 'Chrissy', both with the title 'Director'. A red arrow points from this interface to the next one.



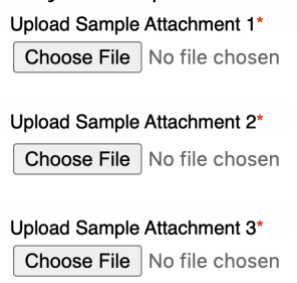
The 'Name:' field is now populated with 'Chrissy'.

3. In the **Award Reason** field, add a detailed justification explaining why this team is being nominated.



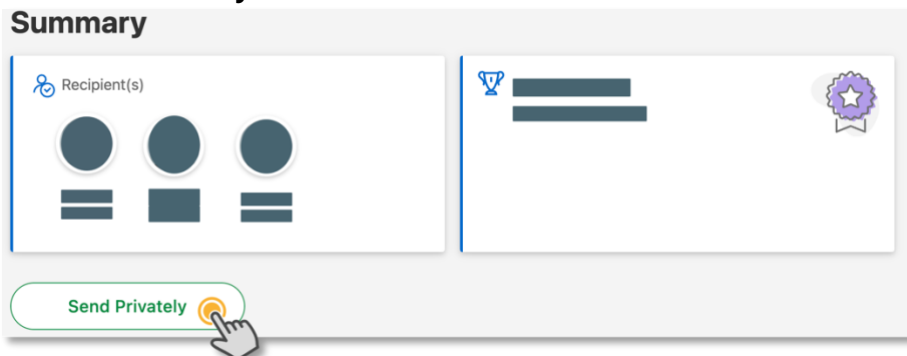
The 'Award Reason' field is shown. The text 'Please tell us why you would like to nominate [redacted]' is at the top. Below it, the 'Award Reason:' label is followed by a large text area containing the placeholder text 'Award Reason Here.'. At the bottom left, there is a link 'Show me a preview' and a green 'Next' button.

- a. If the award category requires an attachment, below the Award Reason field, click Choose File to attach the appropriate files (e.g., Statement of Support, Testimonials). Red asterisks will indicate how many are required.



Three 'Upload Sample Attachment' fields are shown, each with a red asterisk. Each field has a 'Choose File' button and the text 'No file chosen'.

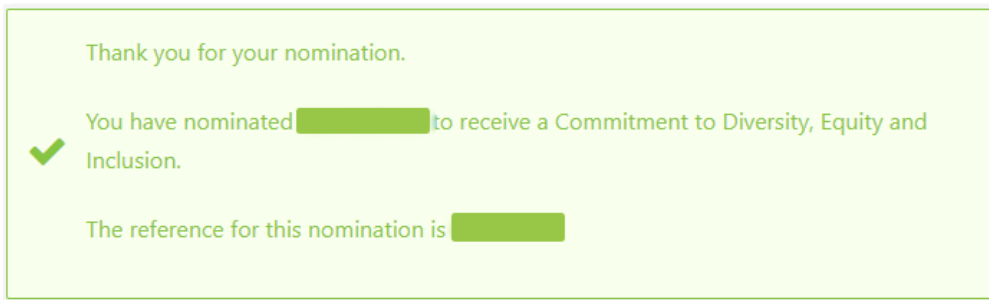
4. Click **Send Privately** to submit the nomination.



The 'Summary' page is shown. It features a 'Recipient(s)' section with three placeholder icons and a 'Send Privately' button. A hand cursor is pointing at the 'Send Privately' button.

Nomination Confirmation:

1. After clicking **Send Privately** the nominator receives a **'Thank you for your nomination'** confirmation along with a reference number.



2. Additionally, the nominators will receive an email confirmation of their submitted nominations.

