

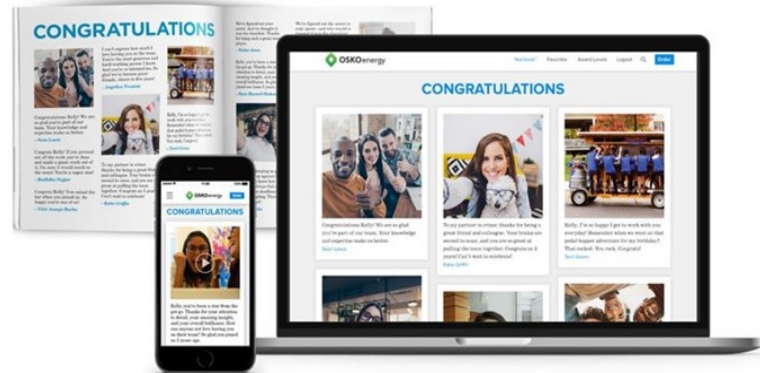
# Yearbook

## Manager/Supervisor Guide

### About

**Yearbook** is the way we celebrate service anniversaries at Emory!

Employees receive a personalized Yearbook on each of their milestone anniversaries (5, 10, 15, etc.) This program gets leaders, peers, customers and friends to join in on the recognition!



### Starting the Process/Example Email

**From:** Emory <[appreciate@octanner.com](mailto:appreciate@octanner.com)>  
**Sent:** Friday, August 19, 2022 2:43 AM  
**To:** Manager, Mary C <[mmanag3@emory.edu](mailto:mmanag3@emory.edu)>  
**Subject:** [External] Quick response needed for John Employee

The email originates from an **External** sender. Look for the email from OC Tanner, Emory's vendor partner. Add this email address into your contacts to prevent it from going to spam.

#### It's almost time to celebrate John

John Employee will be celebrating a 5 year service anniversary with Emory on [Month, Day, Year].

As a leader, you play a unique role in delivering a memorable experience. We are preparing a personalized Yearbook™ for John and we need your help in several important ways:

1. Start by clicking the Get Started button below and inviting teammates, family, friends—anyone you think John would like to hear from—to add their comments and congratulations. It only takes a moment to enter their email addresses, and our system will handle all the details. Do it promptly so that participants will have plenty of time to respond!
2. Add your own personal note and photos by [Month, Day, Year].
3. Then, you can also upload a short congratulatory video for John to appear on Yearbook™ web. It's easy! Click below to get started and we'll step you through the process in minutes.

***\*Due to brochure production timing, all comments must be entered by August 18, 2022. Any comments entered after this date will only appear online.***

GET STARTED

The message will indicate who is being celebrated, the number of years, and the date of the service anniversary.

\* you will receive this email approx. 6 weeks prior to the anniversary month.

Take note of the **deadline** to respond!

**Get Started!** As the supervisor, you will be able to leave a message up to 700 characters and add up to 3 photos.

# Make It Memorable

PLEASE SUBMIT YOUR COMMENT BY **AUGUST 31**.

## John is celebrating a 5 year anniversary. Let's celebrate!

Please help create a personalized experience; this is your chance to honor Karen personally. Let them know what you value about their great work, how they contribute to the team, or ways you see them making an impact.

Write a note of congrats

required

Personal comment

What should I write?

700

Please enter your full name

required

Name

Personalize your comment by adding up to three photos.

optional


\* The maximum file size for pictures is 15 MB. Accepted file types include jpg and png.  
\* By uploading your image, you certify that you are the copyright owner of the image, or that you have been granted permission to use such image consistent with the manner and purpose of your use. You also certify that your image does not violate the Terms of Use of this site and is appropriate for the workplace environment as it may be viewed publicly  
\* No photos? No worries. If you don't have any photos we will simply add some teamwork related photos to go with your message.

Write your note of congratulations and make it special! Let the employee know what they have added to the department or team during their time at Emory. Supervisors have up to 700 characters (including spaces). Find sample comments [here](#).

As the supervisor, you can add up to three photos (these are not required). Don't have photos of the employee? You could put photos from Emory or that depicts the work you do in your department or use one from the options [here](#).

After leaving your comments, invite others to share in the celebration!

Think broadly about who the employee has interacted with during their time at Emory. This may include departmental coworkers, customers, collaborative partners or friends.



EMORY

UNIVERSITY

Ensure a personal, powerful and memorable 5 year anniversary for John Employee.

Enter the email addresses of teammates and they'll be invited to add their own unique comments, congratulations, photos and tributes to the Yearbook we are preparing for Christopher.

Who should I invite?

Add email addresses

Paste entire email address or enter emails separated by commas

Send Invite

# Finished Yearbook



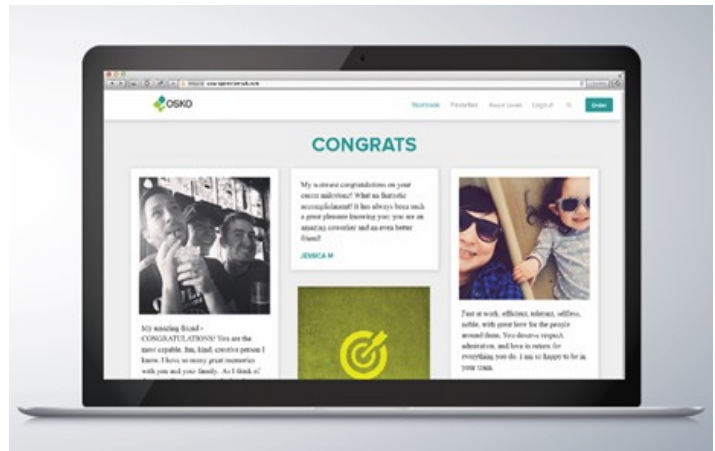
Up to 20 pages for peer comments and photos

A dedicated page for the supervisor's comments and photos

The employee will receive their personalized yearbook mailed to their home along with their framed service award certificate.

The yearbook will include instructions on accessing the gift catalog.

The employee will also have access to an online yearbook. This will include all photos and comments in the printed yearbook along with any comments submitted after the deadline and any videos.



If an employee does not want to be recognized by their peers/supervisor via Yearbook, they can opt out by following the instructions found [here](#).

For questions about the service awards program, contact HR Communications at [hrcomms@emory.edu](mailto:hrcomms@emory.edu)