Guidelines for Posting Comments and Congratulations on Kudos

01 BE RESPECTFUL

Ensure your posts are respectful of all individuals and reflect the values of our university.

02 CELEBRATE ACHIEVEMENTS & MILESTONES

Focus on uplifting and recognizing others for their achievements, milestones and contributions.

Share congratulations and encouragement to help foster a positive and supportive community.

03 KEEP IT PROFESSIONAL

Maintain a professional tone in your posts while keeping them warm and personable.

Avoid sharing inappropriate jokes, slang or comments that may detract from the professional nature of the platform

04 BE SPECIFIC & PERSONAL

When congratulating someone, mention specific details about their achievement or contribution to make your message meaningful.

Avoid generic Kudos like "Good job!" without context.

05 USE POSITIVE & ENCOURAGING LANGUAGE

Focus on positivity by emphasizing growth, effort and success.

Offer encouragement for continued success or future endeavors.

06 ADHERE TO ELECTRONIC COMMUNICATIONS POLICY

Ensure that any information shared complies with our university's policies.

Avoid mentioning confidential projects or sensitive details in your posts.

07 BE THOUGHTFUL WITH MULTIMEDIA

Include photos, GIFs or emojis when appropriate to enhance your message, but ensure they align with the tone of the achievement or announcement.

Avoid overly casual or unrelated imagery that could distract from the intent of your message.

08 ENGAGE & INTERACT

Take the time to like and reply to others' posts to show appreciation and build connections.

Acknowledge and thank those who recognize your own accomplishments.

09 FOLLOW PLATFORM ETIQUETTE

Avoid spamming the wall with excessive posts or off-topic messages.

Ensure your comments add value and align with the purpose of Kudos.

10 LIVE OUR CORE VALUES

Reflect our university's mission, vision and values in your posts.

Use the platform as a space to contribute to a culture of belonging, collaboration and positivity.

VANDERBILT UNIVERSITY
People, Culture and Belonging