



Tips for Writing an Impressive Nomination

2024 Staff Awards

Follow instructions.

Be sure to provide everything that is requested for the nomination.

Get support.

Split up the nomination questions and/or award criteria with co-workers to share writing the nomination text. Ask co-workers, supervisors, students, and/or faculty (including those in other departments, labs, or centers who may work with the nominee) to submit a detailed statement in support of your nomination.

Be memorable.

Don't worry about crafting beautiful paragraphs - provide information in a way that makes it easy for the reviewer to read and remember. Tell stories that grab a reader's attention. Use bullet points, pictures, or highlights to make your nomination stand out.

Avoid jargon and spell out acronyms.

While you are familiar with your nominee's work, more than likely the members of the selection committee won't be. Keep that in mind as you describe the nature and quality of the contributions and accomplishments.

Include measurable results.

Numbers are powerful! Where possible, include measurable results that show how the nominee was able to save money, improve upon a process, saved time, increased staff morale, etc. Some examples include monetary savings, a new product or service, clients receiving goods or services in a more timely and/or professional manner, staff morale increasing, students being more informed and better prepared for courses or graduation, etc.

Use multiple examples.

Include more than one example (the more the better) of how the individual or team went above and beyond the daily responsibilities of the job.

Be descriptive in your nomination.

Try to write more than one-sentence answers for each question. Elaborate and prove to the committee why your nominee is the best person to win the award. Use adjectives. Think about the impact your nominee has had and what it would be like if your nominee had not done what they did for you to nominate them.