

TIPS ON WRITING STRONG NOMINATIONS

In order to assist the task force with the selection process, please provide as much detailed information as possible about the nominee and their contributions as it pertains to delivering excellent service. Please remember that the task force may not know the individual as well as you do, and your summary will be critical in assisting them with their decision. Below are a few tips to guide you in writing a strong nomination:

1. Think about the nominee you have selected and ask yourself, "Why does this nominee stand out for delivering excellent service?"
2. If the nominee has won other awards throughout their career that the committee should know about, list them in your nomination summary.
3. If there are facts or data that may be shared to show the significant achievements the nominee has made as it pertains to delivering excellent service – facts and numbers help tell the story!
4. Your nominee's supervisor is the best source of information. Contact them as they may be able to provide you with more detailed information about the nominee to support your nomination.
5. Now that you have all the data, you are ready to write your summary. Be creative and remember that the task committee may know very little about the nominee - you are going to share as much information about them so they can understand why they deserve a Presidential Salute.
6. Start your summary by introducing the nominee to the task force. You may want to share information such as their job title, their length of service, career history, etc.
7. Share factual information about the nominee's accomplishments. Remember, you are now painting a picture to the task force about the nominee and you must keep it factual, yet keep them engaged in understanding the achievements of the nominee.
8. Give examples to support your statements about the nominee.
9. Proofread your essay to make sure there are no misspelled words and if there are any acronyms that not everyone may know about, remember to explain them.

Congratulations! You have taken an important step in recognizing a colleague - it says a lot about you and your ability to recognize others for their work and contributions! The time and effort to write this summary is much appreciated and your submission is a great example of collegiality and teamwork. Please feel free to encourage your colleagues to take part in this recognition program – acknowledging service excellence.

SAMPLE NOMINATION

I would like to nominate Lilly Johnson (an Academic Department Associate in the Biology Department) for the University Staff Excellence Award, for her "willingness to serve" attitude. Lilly was one of nearly 50 employees that volunteered to assist with the graduation ceremonies, however, I found her service to the students and their family members to be highly commendable!

What was most memorable for me about the service that Lilly provided was that even after the ceremony had begun, Lilly was still working. Lilly offered to wait in the corridor to supply tickets to family members of a guest so that they could go into the arena and enjoy the ceremony. Throughout the ceremony while other volunteers took their seats, Lilly remained standing near the entry doors (making her easily recognizable to the guests) providing directions to the nearest restrooms and helping late guests locate seats. Following the ceremony, I observed Lilly assisting a guest that had been seated upstairs, locate a program for the event as well as continuing to help others locate the restrooms.

Lilly was both approachable and caring, making it easy for guests to obtain information. She left a positive impression on the students and family members that attended December's Commencement. Lilly is most deserving of this award.

From: Task Force of Florida International University