How to write IMPACTFUL AWARD NOMINATIONS

Pick the Right Candidate

• Does your nominee meet all eligibility criteria?
• Are the scope and focus of the nominee’s achievements relevant to the award (e.g., are the nominee’s achievements outside the scope of their day-to-day responsibilities?)?
• Does your prospective nominee have a comparable profile to previous winners?

Pick the Right Time

• Are there enough specific, completed achievements that you can describe?
• Has enough time passed that the importance of achievements is clear?
• Are there any major milestones or recognitions expected in the near future that would make for a stronger nomination in a later award cycle?

Address the Selection Criteria

• Carefully review the selection criteria to identify what the award is looking to recognize. Is this award the most appropriate for the candidate’s achievements?
• In cases where you can demonstrate “one or more,” aim to demonstrate as many as possible.
• Be specific. To be effective, give examples including qualities, achievements and details relevant to the selection criteria. Avoid general statements such as “The nominee is a seasoned professional”.
• When detailing accomplishments, integrate words that develop authenticity and trust to ensure the overall text is logical and persuasive.

Edit for Clarity

• Ensure your nomination is direct and easy to follow.
• Review your explanations to ensure there is sufficient detail about accomplishments without being verbose.

Tips for Letters of Support

• Solicit letters of support from diverse sources, if possible, and consider asking for letters from those outside of their immediate work unit.
• Ensure the writer indicates their connection to the nominee. Writers should know the nominee well enough to speak first-hand about their accomplishments.
• Letters should provide detailed and relevant information about the candidate’s qualities or the impact of their achievements. Tip: you can provide a list of points for the writer to discuss in their letter to ensure a thorough overview of your candidate’s achievements.
• Encourage writers to include personal observations and convictions about the significance of the candidate’s work.
• Consider quoting other colleagues within letters to demonstrate your point fully.

For additional questions or tips on completing a nomination, please contact the Employee Recognition & Engagement Team.