



TIPS FOR WRITING & SUBMITTING QUALITY AWARD NOMINATIONS

The key to a well-written nomination is providing evaluators with specific information illustrating how the individual's achievements have made a positive impact. The number of examples is not as important as ensuring that the nominee's contributions match the specific award criteria.

The Award Committee will review nominations to ensure they meet the criteria for the category they are submitted for. There may be circumstances under which the Awards Committee may reach out to an award nominator to suggest moving a nomination to what is a more appropriate award category.

The NACE Awards Committee relies on your words and examples to "see" your nominee's attributes and contributions. They may not know anything about your nominee's job or accomplishments so submitting detailed information is essential.

WHO SHOULD YOU NOMINATE?

Before you can write your nomination you must first carefully review the nomination criteria for the award to determine if it matches the accomplishments of the person you would like to honor. It is most important to ensure the individual meets the nomination criteria before you begin.

Below are some pointers to assist you with nominations:

Keep it Brief:

- Your nominations should contain short sentences that are concise and give specific detail. The goal is quality, not quantity.

Answer the "What & How":

What did the nominee do?

- Use concrete examples.
- Highlight projects and/or activities specific to the award.
- Include any challenges or issues encountered and overcome.

Discuss briefly how did the nominee did it:

- Initiative and/or leadership creativity, etc.
- Behaviors and/or attitudes.

What were the results and/or impacts?

- What did the nominee(s) accomplish?
- Are there specific benefits derived from those efforts? (For NACE, for the Profession, as a Leader in their workplace.)

Make every sentence/bullet point count:

- Successful nominations have enough details to make the case for the nominee's achievement.

Show the "Above and Beyond":

- It's one thing to report what a person did, but the selection committee would like to know the significance of their accomplishments, consistent with the award criteria.
- What is "extra" and by how much?

Be clear and specific:

- Don't assume that awards committee members will understand the specific nature of a project or achievement without full explanations. Be specific about what the nominee did and the impact.

Say it like it is:

- Do not worry about using "fancy" speech. Use bulleted lists.
- Be sure to explain the technical details in such a way that the committee will understand.
- Spell out/define acronyms.

Communicate sincerity and personal commitment:

- Show that you personally value the contributions of your nominee(s).
- Write your nomination from the heart but provide as much specific information as you can.

Gather input from others:

- Gather input from colleagues on your nominee's achievements before you write the nomination.
- Have colleagues review the nomination for thoroughness and accuracy prior to submitting it.

Proofread!

- Grammatical errors, typos, and misspelled words detract from the quality of the nomination.
- Verify the accuracy of all information in the nomination.
- Have someone review your nomination before you submit it online, he or she may find errors or give feedback on how to make it better.

Avoid generalities:

- He's a hard worker.
- She goes above and beyond.