

# 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.