****

**Guidelines and tips for writing quality award nominations**

The key to a well-written nomination is providing the readers/evaluators with specific information illustrating how the individual’s or group’s achievements have had a positive impact on the Trust’s business, mission and/or values. Below is a recommended format for writing a quality award nomination.

**Opening statement**

Start with a clear, direct, and specific statement of why the nominee deserves recognition. **Remember that the awards are for colleagues who go above and beyond their day-to-day job**, so include enough information about how your nominee has faced specific challenges, actions they have taken, and the results or goals met have been met. List the most important information in the first few sentences, and then go into more detail as necessary.

**Be specific**

The key to a good nomination is providing specific information and strong examples which address the award criteria. Set out why the nominee’s accomplishments are worthy of the award. These examples should include outcomes, results, and/or activities 'above and beyond' the nominee’s job description.

Consider including the following evidence to answer the 'who, what, when, where, why' in your supporting statements:

**WHAT did the nominee do (e.g projects, activities)?**

* + Projects and/or activities above and beyond the nominee’s job description
  + Any challenges or issues encountered and overcome

**HOW did they do it?**

* + Initiative and/or leadership
  + Teamwork
  + Creativity and/or innovation
  + Behaviours and/or attitudes (should not dominate write-up)

**WHAT were the results and/or impact?**

* + What did the nominee’s efforts accomplish?
  + Are there specific benefits that Trust has derived from those efforts?

**Closing statement**

Describe how others regard the nominee (e.g. other colleagues) and how they demonstrate the Trust’s values.

**Writing up your nomination**

Here are some tips on writing your nomination well:

* Aim for between 400 and 600 words, which is about four paragraphs
* Write short sentences that are concise and give specific detail.
* Avoid sweeping generalities and avoid being vague.
* Keep it brief. Too much information that is not relevant to the criteria can be harmful. The goal is quality, not quantity.

**ADDITIONAL SUGGESTIONS**

* Support the nomination by using qualitative and quantitative facts, statistics, metrics, etc.
* Provide a complete overview of the nominee or team’s accomplishments. It is important to tell the nominee’s story as you would to a stranger.
* Individual or teams should be nominated for acts that are 'above and beyond' their duties, as described in their day-to-day responsibilities.
* In providing results, is the contribution an activity or project that is still being developed? If the project is still being developed or has not produced results, consider identifying major milestones completed and the impact to the overall outcome. If this progress is not of substantial impact, consider waiting to submit the nomination until after the results/impact can be documented and supported.
* Describe the amount of time and resources spent on the project (e.g., if the project is on time or early, at or under budget, making a saving)