

Employee Recognition

Tips for Writing Nominations

Thank you for your interest in nominating one of your co-workers for employee recognition. One of the most important steps in the process is to provide the evaluation committee the information they need to make a selection. A well-thought-out and well-worded nomination form is a necessity. Below are some tips on what to think about when giving your answers to the selection criteria.

- 1. Be specific.** Whenever possible, avoid generalizations and vague descriptions.
 - a. Instead of saying 'Is always responsive to customers'
 - b. Say 'He makes sure no customer waits for more than a minute without some form of contact, even if it's to say that everyone is busy and it may be 5 – 10 minutes before we can get to them'.
- 2. Be thorough.** There are often several components to the question being asked. Look at the key words in the criteria and make sure you address each of them. For example, if the question states 'Describe how this employee *improved procedures to enhance services*', identify the work procedures that were improved and how that positively enhanced a service.
 - a. Instead of saying ' Documented work processes so we are more efficient',
 - b. Say 'Rewrote the business process we use to pay invoices, adding flow charts and FAQs to the text to make it more understandable. Reviewed the process with staff to identify steps in the process that could be streamlined or eliminated. The resulting procedure has improved our turnaround time on payments from 5 days to 2 days, with a 50% reduction in errors.'
- 3. Stay on topic.** Think about what the criteria is asking for and stick to answering that. If you don't, the evaluators may get lost in your answer.
- 4. Don't be too brief, but be succinct.** It's OK to write a paragraph for each answer. More information is usually better than not enough.
- 5. Build your case.** Remember you need to convince an audience who has no background with the person you are recommending. You may need to give some context in your response.
- 6. Use examples to emphasize your points.**
 - a. Instead of saying 'She promotes collaboration and teamwork in the project'
 - b. Tell us how she does this. For example, 'She promotes collaboration and teamwork by pairing staff from different work units or different job duties on a project task. This insures that diverse points of view are explored and that we are all learning from each other throughout the project.'
- 7. Talk out the answers.** Imagine you are speaking with one of the evaluators and jot down the key points you would make. Use them as the starting point for your written answers.
- 8. If possible, make a draft version of the nomination.** Sit on it for a few hours/days and then re-read and revise it as you see fit before submitting it.



For questions or paper forms:
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