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**Tips for writing award nominations – ABOVE AND BEYOND AWARD:**

Nominations are blinded before being given to the selection committee. Please help with this by limiting your use of your nominee’s name and pronouns in your answers.

The key to a well-written nomination is providing evaluators with specific information illustrating how the individual’s achievements have made a positive impact on the campus, department, co-worker’s or student’s lives.

The selection committee relies on your words and examples to “see” your nominee’s attributes and contributions. Detailed information is essential. Don’t worry about using “fancy” words. Explain details in such a way that non-experts will understand, and please spell out/define acronyms.

Make every sentence count. Write sentences that are concise and give specific detail.

**Things to think about when filling out the nominations form questions:**

**HOW does the nominee demonstrate a commitment to our mission and core values?**

* <https://www.mtech.edu/about/strategic-plan/>

**WHAT did the nominee do?**

* Projects and/or activities above and beyond job descriptions
* Any challenges or issues encountered and overcome

**HOW did the nominee do it?**

* Initiative and/or leadership
* Teamwork
* Creativity and/or innovation
* Behaviors and/or attitudes

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

* What did the nominee accomplish?
* Are there specific benefits derived from those efforts?

**SHOW THE “Above and Beyond”**

It is one thing to report what a person did, but the selection committee would like to know if those accomplishments were a normal part of the person’s job or something more.

* Was this an extra task, voluntarily taken on?
* What is the difference from before?
* What is “extra” and by how much?

**BE CLEAR AND SPECIFIC**

Don’t assume that selection committee members will understand the specific nature of a project or achievement without explanations. Be specific about what the nominee did and how it made a difference.

**GATHER INPUT FROM OTHERS**

A group of two or more colleagues may work together to write a nomination.

**Example:**

**WEAK**

Nominee is a hard worker who goes above and beyond their job duties. In addition, Nominee is always

reliable, diligent, and has a willingness to help.

**STRONGER**

No matter how bogged down in reports or work of their own this nominee may be, they always maintain an open-door policy and will stop what they are doing to help students, faculty or staff with questions, usually very complex in nature. This person always maintains a cheerful, friendly demeanor and treats everyone with equal respect and consideration. This person leads by example. They willingly provide guidance when requested or when they perceive it could be helpful.