

Helpful Hints for a GREAT Superior Accomplishment Award Nomination Packet

We all know that we work with some amazing people who are doing extraordinary things, going “above and beyond” their job description every day. When it comes time to put those thoughts on paper, it can be hard to know what to write. This sheet provides four helpful hints to assist you, the nominator, in generating nomination packets and/or letters that help the committee understand the significance of the contained information.

- **Make-up of Nomination Packet-** Winners in years past have had a wide variety of nomination packets. There have been winners who had an 80-page packet with photos and detailed support letters, and we have had individuals win with 1 support letter. It all depends on the information given in the packet. A nomination packet is stronger if it provides significant depth and breadth to the information given. For example, if you have support letters from supervisors, peers, and subordinates; as well as letters from individuals from areas outside the department, or the university, it makes the nomination packet stronger.
- **Comparison Numbers-** Numbers and data are great, but we don’t always have a context for the significance of those numbers without some way to compare them. For example, “Jane Doe brought in \$50,000 worth of grant money for our outreach program.” is not as helpful to us as, “Jane Doe brought in \$50,000 worth of grant money for our outreach program; this is a significant growth from last year’s grant, which was only \$10,000.”
- **Remember the nomination period-** The winner selection committee is looking for the Superior Accomplishments specifically from August 1 to July 31 of the previous academic year. Examples provided should be from that time frame. Mentioning something a person did 10 years ago, for example, will not factor into our decision making about this year’s award. If you are unsure about the specific dates of the previous academic year, please refer to the nomination form or the Superior Accomplishment Awards website.
- **Tell us (briefly) about their job-** Explaining a person’s job description (briefly) can help us understand how a specific action they’re being nominated for is noteworthy. For example, if a clerk or administrative assistant goes through backlogs of files to organize them properly, that can be seen as an extension of his/her normal job duties. If, however, they were doing this task for a different part of the college, or this was a task that would fall under a different employee, then that helps us to know the significance of the action. Sometimes a job title doesn’t give us clear understanding of the expectation within that position.
- **Be specific-** Virtually every nomination uses terms like, “above and beyond,” and “dedicated employee.” While we have no doubt these things are true, these phrases don’t help us to know why your nominee stands out. Giving clear, concise examples that provide insight will be much more valuable. For example, “John Deer oversaw 5 more patients each week than any other clinician, while maintaining his normal workload. Additionally, he spearheaded the efforts to

simplify our inventory system, since we have gone without a clerk that would normally take care of this process.” In that sentence we know how John served his department beyond his normal job duties, so we inherently know from this information that he has gone “above and beyond.”

- **Be clear of credit to be given-** If you are nominating several individuals who might have worked on the same project, make sure you are specific in defining the role of each individual. For example, don't indicate that three people were the “lead” in executing the project.

We hope this helps you understand the Superior Accomplishment Awards better, happy nominating!