

How to Prepare an Effective Award Nomination

Considerations

Why take the time?

- Preparing an effective nomination is the key to presenting the accomplishments of a candidate to the award committee.
- The Staff Make Students Count (SMS²C) Awards are very competitive; award committees review many excellent candidates.
- Review committees may not know your candidate.
- You must communicate to the committee using the nomination. Writing is important.

Why is writing important?

- Award

- o Company affiliations
 - o Licenses and certifications
 - o Organization membership
- Major Accomplishments
 - o Academic
 - o Public Service/Community-focused