

Employee Recognition: Tips for a Successful Nomination

A successful nomination speaks to how the individual/team contribute(s) to the UW-Madison community in regard to the outlined award criteria. These tips can help you with the nomination process.

1. Choose an award category.
 - It is recommended that you select an [award category](#) for your nominee in advance so you can focus on how your nominee has met this criteria.
2. Prepare the text of your nomination in advance.
 - Since you cannot save the online submission form, it is recommended that you create a digital draft of the body of your nomination when possible. This way, you can copy and paste it into the online form for final submission.
3. Be descriptive.
 - **Get support.** Ask co-workers, supervisors, students, and/or faculty for ideas to support your nomination.
 - **Use bullet points.** Don't worry about crafting beautiful paragraphs, if bullet points are helpful.
 - **Avoid jargon and acronyms.** While you are familiar with your nominee's work, more than likely the members of the selection committee won't be. Keep that in mind as you describe the nature and quality of the contributions and accomplishments.
 - **Include measurable results.** Where possible, include measurable results (e.g., monetary savings, a new product or service, clients receiving goods or services in a timely and/or professional manner, staff morale increasing, etc.).
 - **Use multiple examples.** Include more than one example of how the individual or team exceeds the daily responsibilities of the job.
4. Get inspired.
 - Briefly describe the nominee/team's position and general job responsibilities.
 - Describe how nominee embodies the FP&M core values: people-centered, stewardship, integrity, innovation and discovery, and safety.
 - Is there an issue, problem, or situation that the individual or team successfully addressed?
 - Has the individual/team consistently shown strong performance?
 - How are these actions beyond the normal requirements of their job?
 - Describe some action steps that were taken.
 - How were innovations and/or solutions identified, developed, and implemented?
 - Were there collaborative efforts with other disciplines and/or departments?
 - How was leadership and/or teamwork demonstrated?
 - What impact does the contribution/achievement have on FP&M or the campus community?
 - How did the contribution/achievement improve service quality and/or efficiency?
 - How did the contribution/achievement enhance diversity, foster staff development, and/or promote work/life balance?
5. Keep recognizing.
 - Consider saving nomination and resubmitting updated version if not selected this year.
 - Recognize daily, don't wait for next year.
 - Take note, document achievements throughout the year to guide next year's submittals.