

Writing Strong Award Nominations

Remember Your Audience

Keep your nomination focused on the nomination criteria.

Remember that the review committee may not know the nominee as well as you, so your nomination should fill in any blanks.

Your nomination should be clear and easy to follow so the committee can focus on the nominee not the writing.

Use Key Words from the Award Criteria

Reviewers go through numerous submission each month. They should be able to easily see how the individual meets the award criteria without reading between the lines.

To make your nomination stand out, include key words from the award criteria (such as the UMB core values) to introduce the examples you provide.

Show, Don't Tell

Your writing should show, not tell. Give specific examples to highlight *how* the nominee meets the award criteria. Where possible, highlight the result or impact of their efforts.

Weak example: “Alex demonstrates the value of innovation and discovery. He is always looking for ways to improve processes, which greatly benefits the team.”

Stronger example: “Alex embodies the value of innovation and discovery, as is demonstrated through his efforts to update our documentation processes from paper to cloud-based. To implement this change, he researched the best tool for the job, provided training for our team on using the new system, and has sped up our processes since our documentation is now automated..”

Writing Strong Award Nominations

Prioritize the Strongest Examples

Be selective in the examples you choose to provide. The number of examples you provide is not as important as your explanation of how they meet the award criteria. Providing strong examples at the beginning of your nomination will help to catch the reviewers' attention and keep their focus.

Remember, the committee may not be familiar with the nominee or their role, so make it clear how a nominee has gone above and beyond.

Make Each Word Count

You should include enough information so that you have addressed all necessary award criteria without being too wordy.

Strategies to consider:

- **Use adjectives when necessary.** Adjectives are necessary for description, but overuse can be distracting.
- **Avoid unnecessary "I" statements** (ex: "I feel," "I believe," etc.). Keep your nomination focused on the nominee.

Wordy Example: I truly believe that Alex has sped up processes for our entire team by automating our documentation. It has been a game changer. A process that may have previously taken at least an hour each week now requires basically no time at all. (43 words)

Concise Example: Alex's efforts have speed up processes for our team. A process that previously took at least an hour each week is now completely automated. (24 words)