

# Writing a Strong Nomination

## *Brown University Excellence Awards*



BROWN

University Human Resources

# Writing a Strong Nomination

## *Brown University Excellence Awards*

*It takes time to write a strong nomination. Start early and give yourself time to prepare a well organized, thoughtful account of the individual or team accomplishments*

# STEP 1

## Describe the accomplishment

- Be specific
- Provide concrete examples that reflect the category

*Citizenship*

*Diversity & Inclusion*

*Efficiency*

*Innovation*

*Leadership*

*Rising Star*

*Service*

- Don't repeat the job description



# STEP 1

## Describe the accomplishment

### Recommended - Scott

*Scott started last year and immediately picked up on our core functions. He created a new series of useful dashboards while doing the job of two staff members for the last few months after a vacancy.*

*The new set of dashboards are vastly more efficient, and they solved major data delivery problems for 5 Brown departments. Scott improved the quality of our data and took on most of the presentation work that I did with our previous data analysts. I am now able to focus on much higher level responsibilities in the dean's office as a result of his sound technical and analytical skills.*



# STEP 1

## Describe the accomplishment

### Not Recommended - Stephanie

*Stephanie does an all-around great job with the events and curricular programs she staffs. She is always friendly and her customer service is great.*



# STEP 2

## Describe the impact

*Don't just say it – prove it!*

### Include measurable outcomes or milestones like:

- |                             |   |
|-----------------------------|---|
| • Growth in programs        | • Impressive survey results             |
| • Increased applications    | • Increased program registrations       |
| • Increased web traffic     | • Increased efficiencies                |
| • Number of issues resolved | • New programs serving the RI community |
| • Increased funding         | • Cost savings                          |



## Step 2: Describe the impact

*Don't forget to include...*

- How things were before the achievement
- The knowledge your nominee had and the actions taken
- The scale of the achievement; is it complete or ongoing?
- Whether the achievement will have a lasting impact on the department, the University, the Brown community
- What made this an outstanding achievement – were there extraordinary circumstances

# Step 2: Describe the impact

## Recommended Example - Scott

*Scott's dashboards provide quick access to program-level metrics on 2250 students in 120 Ph.D. and MA programs.*

*Data is now more accessible for the 7-10 external reviews conducted each year and the turnaround time has been reduced from 14 days to 3 days.*

*Dashboards reduced the workload of our analyst by 30%, allowing him to focus on other important work and freed up the director's time so that he may focus on higher level department initiatives*

*Scott also routinized the annual review report, turning it from a 6-week project to a streamlined process that was completed in 2 meetings.*





# STEP 2

## Describe the impact

### Not Recommended - Stephanie

*Stephanie's impact is seen and heard with every high-end event and curricular activity. She is an outstanding employee who deserves to be recognized.*



## More Tips

**Seek input from others before you begin writing**

**Eliminate vague language**

*Outstanding Customer Service. Always supports his team.*

**Don't repeat the job description**

*Susan is a top-notch executive assistant responsible for correspondence, booking travel, and meeting coordination.*

**Avoid relying on personality traits**

*Anna is professional, enthusiastic, and always willing to listen and learn. She is a wonderful employee.*



# Clear & Concise

## Make every word count!

- Don't add details irrelevant to the nominee's accomplishment

## Longer is NOT better

- Keep your explanations clear and to the point

## Organize your thoughts

- Use bullet points if appropriate

## Use plain language

- Eliminate jargon and explain all acronyms



# Proofread!

Type your application in Microsoft Word first

- Catch errors in spelling and grammar

Give to a colleague to read

- Two pairs of eyes always helps!

# And finally, ask yourself:

- Does your nomination cite specific accomplishments?
- How did your nominee contribute to the goals of the department and/or Brown?
- How were things before the achievement?
- What was the end result?
- Did you include measurable outcomes or milestones?

