

# Guidance for writing Recognition Award nominations

## Who can make nominations

- All staff are encouraged to make a nomination.
- Line managers can nominate direct line reports or their teams, whatever is most relevant.
- Colleagues can nominate individuals and teams; this can be in their own teams or from another part of the University.

## Who can be nominated

- Nominees for any recognition award must be employed by the University.

## Process after submitting award nominations

- After the nomination window has closed:
- You will receive notification that the nomination has been accepted. The nominee and their line manager will also be notified at this point.
- Names of all nominees will be shared on the intranet page after the panel review.
- A judging panel, made up of representatives from across the University will be convened to confirm the shortlisted nominees.
- The shortlist will be shared and voting will open to colleagues to choose their winner in each category.
- The winners will be announced on 7th June at our all colleague event, we look forward to seeing as many of you there as possible.

## Tips for writing quality award nominations

A well-written nomination provides specific information illustrating how the individual/team's achievements have made a positive impact on Edinburgh Napier University's goals. The number of examples is not as important as ensuring that their contributions match the specific award criteria, and that there are measurable results. Here are some additional tips:

- **Keep it brief.** Write short sentences that are concise and give specific detail. Avoid giving work history or job descriptions, unless it directly relates to the award criteria. The goal is quality, not quantity.
- **Answer the 'what' and 'how'**
  - WHAT did the nominee(s) do?
    - Projects and/or activities/service where they excelled
    - Any challenges or issues encountered and overcome
  - HOW did the nominee(s) do it?
    - Initiative and/or leadership
    - Teamwork

- Behaviours and/or attitudes
  - Living the values; inclusive, professional, ambitious, innovative
- WHAT were the results and/or impacts?
  - What did the nominee(s) accomplish?
  - Are there specific benefits from those efforts?
- **Be clear and specific.** Don't assume the panel will understand the specific nature of a project or achievement without full explanations. Be specific about what the nominee(s) did and how that helps fulfil the University's vision.
- **Say it like it is.** Don't worry about using 'fancy' speech. Feel free to use bulleted lists when appropriate. Be sure to explain any technical details to help the panel understand, and spell out/define any unfamiliar acronyms
- **Use strong examples.** Anecdotes, quotations from colleagues or partners, specific numbers or statistics, etc. help strengthen your nomination. If appropriate, describe the amount of time and resources spent on the project/task/service. If the project the nominee(s) is/are working on is still being developed or has not produced results, consider identifying major milestones completed.
- **Communicate sincerity and personal commitment.** Show that you personally value the contributions of your nominee(s).
- **Consider a collaborative, group-written nomination.** If you find yourself shying away from a solo nomination, then round up a colleague or two and write one together. This approach may make gathering ideas and writing the nomination easier.
- **Review your nomination.** Verify the accuracy of all information in the nomination.
- **Ask questions.** If you are unclear about the award criteria, get in touch with the Team at [reward@napier.ac.uk](mailto:reward@napier.ac.uk).