

Helpful Hints for Writing an Excellent Nomination

When considering nominees for a Spirit Award, the committee will take special consideration to nominees who have gone above and beyond the scope of a candidate “doing their jobs”. It is the quality of a nomination(s), not the quantity, received for a nominee that is of the most importance.

An exceptional nomination will describe (1) the qualities the nominee/team exhibits specific to the nomination category, (2) the specific contributions the nominee/team has made, and (3) the positive and significant impact the nominee/team has made as a result of their actions.

Be specific- Virtually every nomination uses terms like, “above and beyond,” and “dedicated employee.” While we have no doubt these things are true, these phrases don’t help us to know why your nominee stands out. Giving clear, concise examples that provide insight will be much more valuable.

See some tips below on what you might include in an exceptional nomination:

Qualities:

- Describe how a nominee has gone outside their duties to develop and grow to better serve UConn.
- Is there a recent project/assignment that this person has completed in a manner above what was expected?
- Provide specific examples of how this employee took initiative to complete a project or was creative in completing their duties.
- How has the employee performed at an outstanding level?
- How has the nominee exhibited dignity and respect in the workplace?

Contributions:

- Explain how the nominee has gone above and beyond by volunteering to participate in programs/committees to enhance a department or the University.
- How has the nominee's strong work ethic and reliability impacted their department, students, the University, or community?
- Provide an example of how the nominee shared their knowledge to better others they work with.

Positive and significant impact:

- How has this person or team impacted the UConn community through their collaboration?
- Did the employee(s) work on any special projects that were above and beyond their regular job duties?
- Has the nominee volunteered in the community or applied their skills to help individuals in the community?

Remember the nomination period:

The committee is looking for the accomplishments specifically from January 1st – December 31st of the year. Examples provided should be from that time frame. Mentioning something a person did 10 years ago, for example, will not factor into our decision making about this year’s award.

We hope this helps you understand the Spirit Awards better - happy nominating!