

## Information to Help you Prepare the Nomination

1. The online Award Nomination Forms have been created using Qualtrics, the UWindsor web survey platform. The forms are easy to use and have a save and continue later feature. Saving happens automatically as you navigate to the next page of the form. At a later time, when you click the link to the nomination form, you will be able to start where you left off, as long as you are using the same computer and the same web browser.
2. The Nomination Form consists of multiple pages. The Survey Progress Bar, which indicates your progress through the nomination form, is located at the top of each page. You must complete all the fields marked as “required” in order to proceed to the next page.
3. As part of the nomination, you are required to submit two (2) letters of support. Each should not exceed two (2) pages in length. Please note that the nominator cannot write a letter of support.
4. Nominators have the ability to upload the letters of support to the nomination form. If individuals are sending the letters directly to the Employee Recognition Committee, they should be directed to the following e-mail: [employeeengagement@uwindsor.ca](mailto:employeeengagement@uwindsor.ca)
5. You may want to ask a peer to review the nomination before submitting it to help ensure that the nomination clearly outlines how the nominated individual/team meets the award criteria.
6. You cannot self-nominate. When nominating a team, the nominator cannot be included in the list of members of the team. For example, a manager may nominate his/her team but his/her name cannot appear in the “list of team members” listed in the nomination.
7. Award recipients are selected based solely on the information provided in the nomination materials (nomination form and the two (2) letters of support).
8. When writing the nomination, for each award criteria, it is important that you:
  - a. Provide specific examples that demonstrate that the individual and/or team being nominated meet or exceed the criteria. For example, instead of saying “Patrick provides great service”, explain through specific examples how Patrick provides great service, what he does that clearly demonstrates his commitment to service.
  - b. Include, if appropriate, the impact of the individual’s/team’s contributions to the department, University and others.
  - c. Include, when appropriate, testimonials from colleagues and others to help illustrate how the nominee meets the award criteria
  - d. Do not exceed the number of characters allowed (maximum of 1300 characters per criteria). Be succinct.

9. To ensure that the letters of support assist in demonstrating how the individual/team meets the award criteria, it is recommended that you:
  - a. Provide the individuals who are writing the letter of support with the award criteria. Advise them if they should be focusing on any particular criteria.
  - b. Ask them to include specific examples to illustrate how the nominated individual/team meets the purpose of the award and the award criteria
  - c. Advise them that they can also incorporate testimonials from others
  - d. Ensure that each of the letters of support do not exceed two (2) pages in length.

Should you have any questions, please contact:

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