



Helpful Hints for a GREAT Nomination Packet

While we are all fortunate to work with amazing people who are doing extraordinary things, when it comes to putting those thoughts on paper, it can be hard to know what to write. Here are five suggestions to assist you, the nominator, in completing a nomination packet that effectively communicates the significance of the information it contains.



Paint a full picture.

Remember that nomination packets reach the desks of individuals who do not know what your department is tasked with, let alone what a star performer might look like in that space. A nomination packet is stronger if it provides significant depth and breadth to the information given. For example, including letters of support from individuals that provide a diverse set of perspectives – ranging from direct supervisor and peers to colleagues across campus and members of the broader community.



Tell us about their role.

In order for contributions to be superior, we need to understand the nominee's role and how they have raised the bar through their performance. Please make sure to reference their duties and responsibilities to give a more comprehensive view of how their actions truly went above and beyond what they were tasked with in their position.



Context is key.

Make sure to give the reader the appropriate context to help us understand what the nominee's contribution means to the people and/or areas it touched. When possible, include data points and before-after comparisons to convey how the work was significant, impactful, innovative, and game-changing!



Details matter.

Use specific examples to give us a view into the department, the individual – their personality, dedication, work ethic, creativity – and how their contributions made a difference. Details help committee members gauge the level of impact, ingenuity, commitment, and good character the nominee brings to the UF community.



Give credit where credit is due.

If you are nominating several individuals who might have worked on the same project, make sure you are specific in defining the role of each individual. Let us know what part they played and how they specifically did that so well that it deserves special recognition.

Questions? Email SAA@HR.UFL.EDU