

Tips to help you prepare a successful nomination

I. The Basics: Preparing your nomination

- a) Before you send your nomination, **please ensure that all fields are thoroughly completed**. It is very important that all of the information is complete, not only for the nominee, but for everyone participating in the process, including the Advisory Committee.
- b) When you complete your nomination you must include at least two (2) supporting references.
- c) The maximum number of supporting references is four (4).
- d) If you did not enter four (4) supporting references when your nomination was originally submitted, you may add additional names, as long as the references are received prior to the nomination deadline.
- e) **Be selective** in whom you choose to support your nomination as one of the criteria the Advisory Committee uses in evaluating nominations is the "strength and diversity of supporting references". Therefore, if you select supporting references from different functions and departments within the University, this will assist with the value of your criteria. A good practice may be to request a copy of the supporting reference for your review, prior to it being submitted.
- f) **It is strongly recommended that you use the peer review process** (i.e. have the nomination reviewed by peers not involved in the nomination process) to help ensure that your nomination is as comprehensive as possible.

II. Subject Matter: Content

The nominations must be organized around the criteria listed below. Within the nomination package, are separate entry fields for each of these criteria, so it is important that your nomination is written so that each area is addressed.

The total length of all the constituent parts should be no more than 1350 words.

Naturally, some areas may be weighted more heavily than others as each nominee's contributions will differ. The following criteria will make up the online nomination review:

- a) **Recent Work History** (e.g., a brief outline of the nominee's career with McMaster)
- b) **Enhancement of the Reputation of McMaster University** (e.g. demonstrate the way(s) in which the nominee's work has enhanced McMaster's reputation – a direct or indirect contribution to the community or the University which impacts the reputation of McMaster*)
- c) **Provision of Excellent Service** (e.g. how does the nominee's work contribute to the provision of excellent service? – the effort directed to produce or accomplish a product which provides an outstanding quality or superior merit*)
- d) **Demonstrated Innovation** (e.g., has the nominee developed and/or incorporated new ideas, methods or processes in their work? – the introduction of new ideas or methods or making changes to established practices*)
- e) **Impact of Work** (e.g., how has the nominee's work impacted McMaster in a positive manner – the extent and quality of the influence on the University*)
- f) **Enhancement of Student Success** (e.g., how has the team's work enhanced the success of students at McMaster University – the provision of opportunities for students to discover, learn and grow*)
- g) **Effective and Harmonious Working Relationships** (e.g., describe how the nominee has demonstrated the ability to build and maintain harmonious working relationships – contributing to a feeling of mutual connection that exists between two parties)
- h) **Volunteerism** (e.g. has the team worked with any volunteer groups or individuals within the University or community, or demonstrated volunteerism? – volunteering one's time for charitable, educational or other worthwhile activities, within McMaster University*)
- i) **Diversity & Inclusivity** (e.g. How has the team shown evident acceptance of diversity and inclusivity at McMaster University? – efforts which ensure individuality of community members are encouraged or celebrated*)

- j) **Supporting References** – those providing supporting reference letters should make every attempt to limit their remarks to a maximum of 250 words. The quality of the information contained within the references along with the ability to provide varied references (faculty, staff, student, management, colleague, external agencies, etc) will be reviewed.

*specifically in these areas, please ensure that you provide specific examples of how the nominee has demonstrated excellence

III. Supporting Materials

You are able to upload documents or photos to support your nomination. **Please do not include photos of the nominee.** Acceptable file formats are: pdf, doc, wpd, xls, txt, jpg. Each nomination has a maximum available space of 10MB (1000KB) in uploaded material.



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