

# DISTINGUISHED STAFF AWARDS – NOMINATION PROCESS

To make the nomination as seamless as possible, we encourage you to collect the following information in one place before you begin the process. When you have completed the nomination process, you will receive an email confirmation. The nominee will receive an email in January notifying them of their nomination.

## Step 1 of 5 - Nominee - *Provide information about your nominee*

- Select the Category of Excellence for your nominee or Team

Input the nominee's information. For Teams, you will need to supply this information for each member of the team.

- First Name
- Last Name
- Pronouns
- Phonetic spelling
- UW email address
- Title
- Office/Department/Unit
- Staff Type

## Step 2 of 5 - Nominator- *Provide information about yourself*

- First Name
- Last Name
- Title
- Office/Department/Unit
- UW email address

Optional: If you are making the nomination on behalf of someone else, provide their:

- First Name
- Last Name
- Title
- UW email address

## Step 3 of 5 - Nomination - *Prompts about your nominee's work*

- **Question 1:** Tell us a little bit about your nominee. What type of work does the nominee do? Why are you nominating them for this year's award? (Between 50-500 words.)
- **Question 2:** Tell us why you are nominating them under the category you selected in the first step. What skills in this category do they have that make them an outstanding employee? What has the nominee accomplished? Be sure to give specific examples. (Between 50-500 words.)
- **Question 3:** How has the nominee's category of excellence impacted you and others? Have their contributions impacted a team, department, building, campus, a specific population or our larger community? (Between 50-500 words.)
- **Question 4 (OPTIONAL\*):** Is there anything else you would like the selection committee to know about the nominee? (500 words maximum.)
- **Question 5:** Provide a succinct statement that highlights the nominee's achievements or contributions. This statement will be read aloud at the DSA Reception. Make sure to include the team name (if applicable) and where they work in the statement. (Between 50-100 words.)

## Step 4 of 5 - *Supplement your nomination by describing other categories of excellence*

**(OPTIONAL\*)** In this step, you have the opportunity to describe how your nominee demonstrates each other category of excellence besides the one you nominated, in separate fields that accept 50-500 words each. The text you provide for any secondary category will be included in the electronic nomination packet and shared with your nominee.

## Step 5 of 5 - *Supplement your nomination with two supporting letters*

**(OPTIONAL\*)** You may include two supporting letters for your nomination, which will be shared with your nominee. Each letter can be between 50-500 words.

**\*OPTIONAL:** Information you provide in the optional fields in Steps 4-5 will be shared with the nominee but will not be reviewed by the selection committee