Tips for Writing Effective Award Nominations

HELPFUL TIPS FOR THOSE NOMINATING AN INDIVIDUAL FOR THE GOVERNOR’S SERVICE AWARDS
Helpful Tips

• Carefully review the criteria for the awards and select the most appropriate award.

• Remember the judging committee is relying on your words and examples to “see” your nominee’s characteristics and involvement. Speak openly and passionately!

• Remember your audience does not know anything about the nominee, thorough explanations are key.
Helpful Tips

Answer all parts of each and every question completely to guarantee the judging committee has all the information they need to know about your nominee.

Cite specific examples – use vivid descriptions and then give a situation or example that shows that supports your claim.
Helpful Tips

Your answers should be clear and easy to read. Avoid the use of too many pronouns and run-on sentences.

Make sure to proofread your statements. Grammatical errors and misspelled words diminish the worth of the nomination.
Helpful Tips

Avoid sweeping generalities and make every sentence count.

Successful nominations have enough detail to make the case for the nominee’s achievement.
Helpful Tips

Include information about the nominee using SMART:

Specific
Measurable
Achievements
Relevance
Time frame
Final Tips

Read all the directions carefully.

Make sure to get the nomination to OFBCI by the deadline listed in the nomination form.

For questions call OFBCI at 317-233-4273 or email info@ofbci.in.gov.