

# Best Practices: What makes a good nomination?

- Nominators are encouraged to prepare the nomination before starting the electronic submission
- A successful nomination includes
  - A candidate who meets the award criteria
    - Nominators are encouraged to look at the [criteria and eligibility requirements](#) of the award category for which a candidate is being nominated
  - A specific yet concise citation
    - The citation is the formal statement of the candidate's accomplishments, i.e., What is the individual or organization being nominated for?
    - A citation should be written so it can be displayed prominently as part of the award certificate, and read aloud easily at the awards ceremony
  - A specific description of how the candidate met the award criteria
    - Address all parts of each question completely to assure the selection committee has all the information it needs to know about your candidate (list on next slide)

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- Include specific and concrete details—numbers, facts, examples, anecdotes—to describe the candidate’s attributes and contributions
  - Explaining detailed behaviors and giving specific examples will clearly paint the picture of why someone deserves to be recognized
    - What organizations does the candidate belong to?
    - What leadership positions has the candidate assumed, both within IEEE SA and within the larger standards development community?
    - What projects has the candidate taken on/accomplished that demonstrate leadership, whether the candidate is/was officially in a leadership role or not?
- Share how the candidate reflects IEEE’s core values and beliefs regarding service and provide examples
  - Choose one or two qualities that make this person/organization truly outstanding and then give specific examples

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- Talk about challenges the candidate may have faced and how the candidate dealt with them
  - Share personal skills such as listening, teambuilding, collaboration, creativity, and professionalism
    - Share what stands out
    - What makes this person outstanding?
    - How have these accomplishments had an impact - on people, the community, and the profession?
- Solicit endorsements from colleagues who will help the candidate be considered favorably
  - Supply helpful information to the writers of supporting letters
  - Contact endorsers ahead of time to notify them of the upcoming auto-generated email requests before submitting the nomination online

# **Best Practices: What makes a good nomination?**

Important:

- Read and understand the eligibility requirements and criteria for the award
- Prepare the nomination before starting the electronic submission
- Contact endorsers prior to finalizing and submitting the nomination
- If possible, please do not inform candidates that they are under consideration, since a limited number of recipients are chosen each year from among several worthy individuals

*The IEEE SA Awards program relies on you! We encourage your submission of deserving nominees. Nominate today! If you have any questions, please reach out to [sa-arcom@ieee.org](mailto:sa-arcom@ieee.org) or your SA staff contact.*