Writing an Effective Award Nomination
Tips for Nominating an Individual or Team
President's Meritorious Service Awards

The President of Texas A&M University presents his Meritorious Service Awards to twenty-five individuals and two outstanding work teams for their commendable and outstanding service to the University.
Individuals receive a $1000 cash award, a commemorative plaque, and a lapel pin.

Teams are recognized with a plaque for departmental display. Each team member receives a cash award of $200, lapel pin and a framed certificate.

Visit the PMSA website for more details about the program.
Who should you nominate? Before you can write your nomination you must first, carefully review the nomination criteria for the awards to determine the most appropriate person or team you would like to honor.

Ensure the individual or team meets the nomination criteria before you begin.

Past individual winners may not be nominated again for an individual award BUT they may be nominated as part of a team. View a list of past winners. If the person was a past winner on a team they can be nominated as either an individual or as part of another team.
How to Begin

Where do you begin? The following are tips for writing an effective award nomination for an individual staff member and/or team for the President's Meritorious Service Awards.

All members of the Aggie Community are welcome to make nominations!

Let’s get started!
How to Begin

Once you have selected the person or team you want to nominate, you will need to:

1. Complete a **nomination form**

2. Write **nomination letter(s) of support**
Anonymous Selection Committee

Your nomination form and letters of support will be reviewed by an **Anonymous Selection Committee**.

Make your letters stand out! Give details and specific examples as to why your nomination should win! Make every sentence count!
Nomination Letters of Support

- The **support letter(s)** should be **clear** and easy to read.
  - *(minimum of 1 letter & maximum of 3 letters)*, or have one letter signed by several people.

- Include a brief description of your nominee’s typical **job duties**. Tell the committee how the nominee goes above and beyond their normal duties.

- List **community service** or Texas A&M **volunteer programs** where they are involved.
The selection committee is relying on your words and examples to "see" your nominee’s attributes and contributions.
The people on the selection committee may not know anything about your nominee’s job, so detailed information is key!
Writing Tips

Give **specific examples** – use descriptive language and then give a **situation or example** that shows why the individual or team should win the award.
Specific and Detailed Examples

Giving specific and detailed examples about your nominee, will help the selection committee better understand why your nominee should win!
Specific and Detailed Examples

- Share examples of how your nominee serve as a **role model** and/or **mentor** for others.
- Give several examples to show patterns of **professional development** over time.
- List detailed **accomplishments** and your nominee’s **impact** at the University.
Specific and Detailed Examples

- Describe how your nominee(s) work performance demonstrates commitment to the Texas A&M core values:
  - excellence,
  - integrity,
  - leadership,
  - loyalty,
  - respect and
  - selfless service.

More details are found online here.
Use Strong Statements
NOT Weak Ones

Weak vs Strong Example

Weak: “She always celebrates diversity.”

Strong: “She is responsible for organizing the school's first multicultural training, an annual Cinco de Mayo celebration and organized assemblies featuring speakers of different cultural backgrounds.”

Can you **SEE** the difference?
Other Examples of Strong vs. Weak Statements

Weak: “Jane is reliable, diligent, ready to learn, and has a willingness to help her co-workers.”

Strong: ”We relied upon Jane’s institutional knowledge through the many changes of leadership. First, her Associate Director retired, second, an Assistant Director position was created, then that person resigned. Next, her entire area was combined...followed by the resignation of her immediate supervisor. Jane was left to teach domestic graduate processing procedures while learning international procedures herself!”
Other Examples of Strong vs. Weak Statements

Weak: “Jin is a true team player. He always comes to work with a smile on his face.”

Strong: “Jin realized some of our monthly reports were being prepared manually, he took it upon himself to automate the process. Jin even went as far as to train our team on Microsoft Access—with specific emphasis on how to apply the tools and techniques to our needs. He put together a terrific training session with handouts and notes that we continue to use as reference materials.”
Writing Tips

By using specific examples you will emphasize what you are saying and show the committee why your person or team should win the award.
Avoid sweeping generalities; (i.e. “He’s a hard worker,” or “She goes above and beyond her job duties”.)

Make every sentence count!

Successful nominations have enough details to make the case for the nominee’s achievement.
Other Tips

Proofread!

- Grammatical errorz, typos, and misspelllled words detract from the quality of the nomination. \textit{oops!}

- Have someone review your packet before you submit it, they may find errors or give feedback on how to make it better.
Stand out from the crowd

Remember, the selection committee is reading up to 80 other nominations!

How can you present your nomination in a way that **sets it apart** from others?
Final Thoughts

Write your nomination from the heart, but provide as much specific information as you can.
Final Thoughts

These tips cannot guarantee your nominee will be selected, but they can help the anonymous selection committee choose the best nominees.
Getting Started

Go to the PMSA website <employees.tamu.edu/pmsa> to complete the PMSA nomination form.

The nomination deadline is Monday, November 30 at 5:00 p.m.
Final Thoughts

We would be glad to help you! Contact Human Resources at EmplRecognition@tamu.edu or 979.845.7995.

Good Luck!

Award recipients will be announced on the HR website (employees.tamu.edu) in February 2016. The awards will be presented at a special program on February 29.
Thank you to The Association of Former Students for generously funding the President's Meritorious Service Awards since 1986!