Tips for Writing an Effective Award Nomination
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.

**NEW!** We are honored to announce an enhancement to the award program – the addition of the Supervisor Award.
President’s Meritorious Service Awards

Supervisor Award
To demonstrate Texas A&M’s commitment to leadership excellence, this year we will recognize two outstanding supervisors who exhibit strong leadership qualities and cultivate a culture of excellence in their workplaces.
 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.

 Supervisors receive a $1,500 cash award, a commemorative plaque, and a gold lapel pin.

 Visit the PMSA website for more details.
Before You Write, Review the Nomination Criteria

- 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 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 and

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.
Writing Tips

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

- 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?
Writing Tips

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 missplllled words detract from the quality of the nomination. *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

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

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

The nomination deadline is Monday, December 12 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 2017. The awards will be presented at a special program on February 27.
Thank you to The Association of Former Students for generously funding the President's Meritorious Service Awards since 1986!