

Vice-Chancellor's Award for Outstanding Service

Tips to writing a nomination

Looking to improve your nomination? Feedback was sourced from the selection committee over the last two years and has resulted in the below tips. Be sure to address the selection criteria available on the nomination form, in your nomination.

Writing Tips

- Avoid motherhood statements, these are generally broad statements about the nominee. Instead provide specific examples and describe the impact of the action. Consider using the CAR approach - context, action and result.
- Use good quality examples to demonstrate the activity/achievements.
- Avoid repetition.
- Use quotes and testimonials that show breadth of impact (across divisions/faculties).
- Get someone to review it!

Some of the areas that the Committee looks for evidence of include:

- where change was introduced or a process improvement was implemented
- performance over and above expected level of service for that salary Level
- stakeholder engagement
- going the extra mile
- high quality customer service and introduction of innovations and improvements.

The Committee also considers the approach taken by the nominee.