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)

Best Practices: What makes a good nomination?

- **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

Best Practices: What makes a good nomination?

- **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
- Please note that the nomination package, **including at least 3 endorsements** must be completed by 31 July.
- Nominations packages that are incomplete as of 31 July will not be considered by the IEEE SA Awards and Recognition Committee.

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 or your SA staff contact.