

## **Staff Excellence Awards**

### **Advice for those completing a nomination:**

- Remember the judging panel may not know the person / team you are nominating and they can only base their decisions on information contained within the nomination form so please ensure that you include any relevant details.
- Be specific in terms of your references and provide examples and evidence where appropriate.
- Ensure you are referring to activity within the year the awards are being judged (1 August 2016 – 31 July 2017). The activity may have begun before this date and may still continue afterwards but it needs to fall within the academic year stated. You should clearly demonstrate this in the first section of the form.
- In your submission ensure that you state how the activity aligns with the core values and award criteria.
- Use an individual submission for each person or team you nominate.
- Ensure you have entered your nominee in the correct category by reading the criteria associated with each carefully.
- Give yourself adequate time to complete your nomination.
- Submit a new form even if you nominated the person / team last year. You will need to state how the activity falls within the academic year 2016-17.
- Ensure that the Staff Excellence Awards is the most appropriate scheme for this nomination.