



## Nomination Tips

### Tips for a successful nomination

Before submitting, utilize the *Submission Checklist* to ensure your nomination is the best it can be.

- Did you consider [Skills For Success](#) in your nomination?
- Does your nomination address all of the criteria in the [category description](#)? You can also check out the review [rubric](#).
- Is your nomination within the character limit (**3,000** character limitation including spaces and punctuation) and submitted through the system?
- Was your nomination thoughtful and persuasive?
- Did you consider utilizing [Core Values](#) as part of your submission?

### *Additional Tips to consider:*

- Get a second opinion – have someone review your nomination before submitting
- Trouble getting started? Access our nomination editor to help you organize your thoughts, edit drafts, and proofread final version before submitting
  - **Gerald Deis (gtd39)**
- Remember: the system allows **3,000** characters, not words (including punctuation, spacing etc) which is almost a full page in Word. We recommend writing your nomination in Word then pasting it into the nomination form.
  - Many prior year awardees had nominations well under the character limit.
- Make sure you save a Word document of your final draft before submitting your nomination. This allows you to share it with the nominee if you wish, or use it in a performance dialogue if the nominee is your employee.
- Re-nominating? If you would like to re-nominate someone for an award, we highly recommended you go through the submission checklist before submitting.

### *Are you having trouble submitting the form due to an eligibilty error message? Here's a tip:*

- Enter the nominee's netID only (Example: sjm18)
- Hit enter
- The nominee's information should auto-populate
- Still having trouble? Visit our [FAQ](#) page to review eligibilty for the program. Still have questions? Contact us at [excellence\\_nominations@cornell.edu](mailto:excellence_nominations@cornell.edu)