



FAQs

[Accordion]

What does a successful nomination look like?

Successful nominations can be presented in many different forms. Nominations will effectively address the criteria of the award, be well written and concise, and give concrete examples of how the nominee has achieved the outlined criteria of the award. You can also refer to the [Nomination Tips](#) page to view more guidance.

Is there a character limitation to the nomination form? If so, why?

Yes. There is a **3,000** character limitation including spaces and punctuation. This is almost a full page in Word.

A limit on length allows for a manageable, equitable review process of each nomination. Each nomination is reviewed by five committee members before the selection process.

My nomination has too many characters; can I send it separately outside the system?

No. All nominations must be submitted through the system to be considered.

If you need assistance in organizing, editing, or focusing your nomination consider reaching out to our [nomination editors](#).

Who is eligible to be nominated?

All active employees.

Nominees will be vetted with their college/unit HR representative to ensure they are in good standing.

Are nominations kept anonymous?

Yes and no.

There are a few employees within the Recognition Team who must review the full nominations for various reasons throughout the process.

The names of nominees are shared with HR representatives to confirm eligibility.

Nominations are not shared by the Recognition Team with nominees; however we do encourage nominators to share their nomination with their nominees.

That being said, nominators could have many reasons to remain anonymous, and the committee respects their wishes.

In addition – the entire nomination process is kept confidential from the public until nominee and awardee names are posted on the website following awardee selection.

Are nominees informed of their nominator? Can I see the contents of my nomination?

Nominations will not be shared by the Recognition Team; however, we do encourage nominators to share their nomination.

Are nominations made public after the selection process?

Names and department of nominees and awardees are posted to our website. Actual nomination submissions are not made public unless chosen as an example, with the prior approval of the nominator, and nominee.

Can I submit a video nomination?

Yes. Video submissions are highly recommended and must remain between 2-3 minutes long maximum.

Complete the nomination form and indicate you are nominating via video.

Videos can be **dropboxed** to amp87 (Ashley Miller - Program Coordinator) or you can provide a hyperlink to Excellence_Nominations@cornell.edu.

Please do not email a written nomination with your video submission as it will not be considered a valid nomination.

How are successful nominations selected?

Nominations are de-identified prior to evaluation to provide for the fairest rating process possible.

Each nomination is reviewed by five committee members and rated according to a [rubric](#) of criteria.

Committee members convene to discuss their top selections and determine the awardees.

What is the timeline for the nomination process?

The nomination form will be available online in May and will close in July.

Nominations will be collected and reviewed May – July.

Awardees will be notified soon after and invited to the awardee luncheon in November.

Who can be a nominator?

Any faculty, staff, and academic employee can be a nominator.

Can I ask someone else to nominate me?

We would advise against it; however you can nominate yourself.

Can I nominate myself?

Yes!

If you'd like to nominate yourself, please provide the names and Net IDs of 2-3 individuals who can support your application. These individuals can be added as additional nominators.

Can multiple employees nominate one employee?

Yes. Multiple nominations toward one employee help strengthen a nomination.

You can submit one nomination and include each additional nominator on your submission. Or, each nominator can submit their own individualized nomination.

Nominations submitted that reference another nomination are not valid and will not be eligible.

Can I nominate a group I was a part of?

Yes!

What will awardees receive if chosen?

Certificate with the award name.

Recognition points within Cornell's Appreciation Portal to spend on a gift of their choosing.

Invitation to the Employee Excellence Awards luncheon.

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