



## **2011 Staff Achievement Awards Guide to completing a nomination**

To ensure your nomination has the best chance of being considered, it is important that you follow a few key steps when completing the nomination form:

1. Select the correct award category for the individual or team that you are nominating. Please do not submit an application for a group or a team if the award is open to individuals, as the nomination will not be considered.
2. Nominations must be made on the official nomination form for the category that you wish to nominate for.
3. Include all current contact details for yourself as the nominator, and for the nominee. It is important that we can contact you if additional information is required, and so we can notify the nominee if they become a finalist.
4. Address **ALL** criteria on the nomination form. When the nominations are being judged, **ALL** criteria is awarded points. If any criteria are not addressed, points will not be awarded and the nomination will not have a chance at being successful.
5. Address all criteria within the maximum word limit allocation (200 words). The nomination will be marked down if the word count is exceeded.
6. Use simple, easy to understand language and try to avoid acronyms when addressing the criteria.
7. Give specific examples of how the person / unit or team meets each criteria. It is not necessary to provide numerous examples for each, just a few key examples is OK, and this will also ensure you avoid going over the word limit.
8. When addressing the values criteria, talk generally about how the nominee embodies the overall values, and give examples of how they regularly demonstrate one or two of the specific values, for example teamwork and honesty. It is not necessary to provide examples of how the nominee demonstrates each individual value.
9. Ensure you have a supporter statement for the nomination. A supporter statement must be completed by someone **other than the person making the nomination**. This could include a colleague, manager or other staff member who supports the nomination. Please don't fill out the statement if you are the person making the nomination, as the nominee will lose points during the judging process. The statement is important as it reaffirms the information included in the nomination form is correct and supported by others in the organisation.

10. Email your nomination to [achievementawards@hnehealth.nsw.gov.au](mailto:achievementawards@hnehealth.nsw.gov.au) or fax to 4921 1469 by Friday 17 June 2011.
11. If you have any questions or would like clarification on how to fill out the nomination form, please contact Carisa Green, Communication Officer on 4939 2280 or email [carisa.green@hnehealth.nsw.gov.au](mailto:carisa.green@hnehealth.nsw.gov.au)