Student Employee Supervisor of the Year
Nomination Example Outline

First Paragraph:

In the first paragraph, state who you are nominating and for what award. You should also include your relation to the nominee and a statement explaining why you chose to nominate this individual.

Body:

Next, take time to explain what the nominee excels at in their role. Be sure to check with the specific criteria and include specific examples of how the nominee demonstrates each one. You do not need to specifically list each criteria if you don't want to as the committee will be looking for traits of this criteria, as well as how it is presented in the nomination letter. You are welcome to explain ways that the nominee demonstrates excellence in areas that are not a part of the criteria as well. Consider:

- What are the nominee’s greatest attributes? Accomplishments?
- How does the nominee go above and beyond as a supervisor?
- Explain their leadership skills, initiative, and motivation.

Another key component to include is the uniqueness of contribution: how does this individual stand out in what they contribute to the team? This can help your nominee stand apart from others. You can also take the time to describe any challenges or obstacles that you know the nominee has had to overcome to excel in their role. Consider:

- What qualities have set the nominee apart from other student employment supervisors?
- What is they impact the nominee has had on you, other employees, the team, etc.?

You will most likely need more than one paragraph for this portion of the letter in order to explain how the nominee meets the all the criteria for mentoring, professionalism and leadership characteristics in specific ways. Make sure you take your time and proof-read as well. Finalists are selected based on the displays of criteria but also for the quality of the nomination. Nominations should be well thought out and well written.

Length requirements are no more than two pages and no additional materials will be considered.

Conclusion:

When you are finished with the core of your nomination letter, close with a strong conclusion. This is your last opportunity to sell the committee on why your nominee should earn the award. Sum everything up nicely, and if you feel inclined, urge the committee to highly consider your nomination.

Additional tips:

- Include quotes from colleagues or students who can speak to the nominee’s character
- Include specific examples with data, reactions, results, and/or actions
- Include personal impacts experienced by working with / knowing the nominee