

SUGGESTIONS FOR NOMINATORS

For questions about this form, please contact: awards@eo4sdg.org

This document provides suggestions for nominators to consider in developing a nomination.

- Review the category descriptions and criteria, providing responses that address each criterion appropriately.
- Be succinct and avoid excessive wordiness or unnecessary details; avoid redundancy.
- Proofread the nomination; ask others to review the nomination for clarity and narrative style.
- Make the nomination easy to read, avoiding run-on sentences and long paragraphs.
- Make the information readily available to the reader; judges should not have to hunt for information.
- Be specific and concrete in descriptions; avoid generalizations and/or complex descriptions.
- Avoid acronyms, clichés, and jargon; judges may not be familiar with those used by the organization or in their field.
- Describe the complete endeavor while concentrating on the outcomes and impacts.
- Describe why the endeavor is special, why others should take notice and be impressed, and why others might want to replicate it.
- When using numbers and statistics to describe the activity undertaken by the nominee: be clear and do not mislead (e.g., if processing time was cut in half, clarify if it was from 2 minutes to 1 minute or from 200 minutes to 100 minutes).
- Describe the measures of effectiveness that were used in evaluating performance in both qualitative and quantitative terms. Be specific; provide compelling, engaging examples that illustrate how the endeavor benefitted the organization, its customers, or society. Convey what changes have taken place as a result of the endeavor (e.g., before/after comparisons, customer feedback).
- Quantitatively, provide indicators and measures of effectiveness used by the organization to monitor performance, track results, and evaluate progress (e.g., productivity improvements, cost savings).