



Tips for Writing the Nomination Form

Writing a winning nomination doesn't have to be an overwhelming task. To help you, below are a few tips that will get you started and assure that your nominee is presented in his or her best light.

First things first

1) **Read the nomination form carefully and frame your response to answer what is being asked.** Each piece of information requested in the form provides guidance to our judges, and you don't want to omit anything that will help them understand the contributions of your nominee.

2) **Remember that the judges are reading multiple nominations** and are looking for specific information. Too much non-specific information can muddle what you're trying to convey and can be as harmful as too little information.

3) **Well-written nominations are easier for the judges to comprehend.**

- ♥ Write short sentences that are concise and give specific detail.
- ♥ Support what you have to say with observation, fact and statistics, where appropriate.
- ♥ List the most important information in the first few sentences and then elaborate as necessary.
- ♥ Proofread what you've written.

4) **Whether you type or hand-write** the nomination form be sure that it is clear and easy to read. Typewritten nominations are the easiest to read. If you hand write your nomination, use a dark ink pen and write or print as clearly as possible. This is especially important if you Fax your nomination form.

5) **Be specific and give examples** that describe the types of activities and services that your nominee provides. Include the special accomplishments that have made a positive difference in the workplace or in the efficient or effective delivery of services to Hays County. Be specific and give examples, especially to include information that you believe sets your nominee apart.

Start writing

Organize your thoughts carefully and follow the nomination form.

- ♥ Detail accomplishments and their impact.
- ♥ Describe abilities and how the nominee has made a difference at Hays County.
- ♥ Create a unique word picture of your nominee.
- ♥ Provide the judges with complete information about the nominee. It is important to write your form as if you were explaining your nominee to a stranger.

♥ Choose one or two qualities that make this person truly outstanding and then give specific examples, such as the nominee's attention to customer service, ability to listen, no-job-too-small/big attitude or professionalism.

Submit your form

Completed nomination forms are due in the Human Resources Department, Suite 1063, Hays County Government Center, 712 S. Stagecoach Trail, **by 5 p.m. Thursday, April 11**, Fax is 512 393-2227. Email: susan.davis@co.hays.tx.us, hand deliver or send via interdepartmental mail.