

# TIPS FOR WRITING A STRONG NOMINATION

**Nominate your trainees and make sure they get the recognition they deserve at the Connexis Excellence Awards**

The key to a strong nomination is providing the judges with detailed, relevant information and specific examples that provide a clear, factual picture of your nominee and their accomplishments.

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Remember to include a copy of the nominee's Record of Learning. You may also want to include letters of support or testimonials. (You may include up to three).

When referring to supporting documents, the judges look for additional evidence that exemplifies and reinforces the statements in your submission, but they do not score on the basis of this material alone.

Other supporting information like CVs and copies of certificates are not necessary and will not be considered by the judges.

## TOP TIPS

- Write clear, concise sentences.
- Present your own observations, as well as facts, and give plenty of examples that make it obvious why your nominee deserves to be recognised.
- Make sure you don't overlook the basics when writing supporting statements:
  1. Context - who, what, why and how?
  2. Challenges faced - what and why?
  3. Actions taken - what, where, when and were they "above and beyond"?
  4. Outcomes/results or goals met - what were they, how were they measured and did they exceed expectations?
- Avoid repeating yourself and if you're submitting more than one application don't cut and paste information from one nomination to another.

**SUPPORTING STATEMENTS**

Below are some examples of weak supporting statements and how they could be expanded upon to become much stronger.

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| <p><b>WEAK SUPPORTING STATEMENT</b></p>   | <p>Awesome Trainee has a great attitude toward his/her work and provides a high level of customer service.</p>  |
| <p><b>STRONG SUPPORTING STATEMENT</b></p> | <p>Awesome Trainee has a proactive approach, considers what is required and uses his/her initiative to undertake tasks that benefit his/her team without being instructed to do so. For example, he/she diligently carries out the required vehicle fuel, oil, and maintenance checks ensuring his/her crew's truck is ready to go every morning. The leader of his/her crew and other colleagues speak highly of his/her reliability and initiative.</p>   |
| <p><b>WEAK SUPPORTING STATEMENT</b></p>   | <p>Awesome Trainee's excellent communication skills and great attitude make him/her a good team player.</p>   |
| <p><b>STRONG SUPPORTING STATEMENT</b></p> | <p>Awesome Trainee communicates with people on all levels with ease and is supportive of others by listening, assuring, helping, encouraging, and giving praise. This made him/her an obvious choice to lead the recent roll out of [blank]. Awesome Trainee's ability to communicate the processes and expectations to staff in a clear and concise manner enabled a smooth transition to the new system.</p>  |
| <p><b>WEAK SUPPORTING STATEMENT</b></p>   | <p>Awesome Trainee is self-motivated and works hard to achieve his/her goals. His/her work was always completed to a high standard and submitted on time.</p>   |
| <p><b>STRONG SUPPORTING STATEMENT</b></p> | <p>Awesome Trainee is a self-starter and is very committed to achieving great results. This commitment is evident in the exceptional results Awesome has achieved throughout his/her training. At his/her last block course, Awesome achieved a stunning final mark of 99% and received very positive remarks from his/her trainer, including [blank]. The key to their success is his/her preparation. For example, he/she often arranged to be temporarily transferred to other teams to gain the knowledge, skills and experience required for his/her training.</p> |