

# What makes a good/bad nomination

**Remember...  
don't forget  
to include  
evidence!**

**Do** 

Ensure a good case is presented within your submission - the selection panel will only draw on the **evidence** presented within the nomination

The submission should be written for a non-expert audience and specific **examples** given where appropriate

**Detail positive attitudes and behaviours** the nominee has exhibited, in line with our College Values

Showcase real and tangible improvements and **outcomes** of the nominees' work. **What has changed as a result of their involvement?** Include **evaluation data**.

**Feedback** from audiences, students or colleagues can provide additional support – this can be included as two extra documents (no longer than two pages each)

**Don't** 

Nominations without evidence for the relevant criteria will not be as competitive

Without detailed examples of their work, the selection panel can't review the quality of the nominee

Make clear the role of the individual nominee; a common error is to focus on the work of a team rather than those who are being nominated specifically.

The nomination should not be a CV, instead highlight information on the benefits achieved and how these were evaluated

Have you entered your nomination for the right award? Does it constitute societal engagement? There are many award categories – ensure you have the best fit!