

PRESIDENT'S AWARDS

STEPS IN THE NOMINATION PROCESS

STEP 1: Review Awards

Read through all award descriptions, taking special note of the eligibility requirements and award criteria for each award. They may vary depending on the award. Decide on which award best suits the achievement.



STEP 2: Complete the Nomination Form

Complete the appropriate **Nomination Form** – the Individual Nomination Form for an employee, or a Group Nomination Form for a small team.

*Note that if you are nominating for more than one award, separate forms are required for each individual or group nomination. Fill all sections and obtain input from the employee and other stakeholders who can add evidentiary content to the nomination package. Use the **"Tips for Writing a High Quality Employee Award Nomination"** guide to help you craft the nomination.*

STEP 3: Complete the Video Tribute

- Prepare a short video tribute, explaining in your own words why the employee or group deserves the award.
- Make it fun and specific.
- This video is submitted as part of the nomination package.

Note that the video may be used as part of the tribute during the award ceremony or on the Recognition and Award website.

STEP 4: Collect Supporting Documentation

Collect all documents you believe helps to prove and exemplify why the employee or group is deserving of the award and shows the achievement clearly. These are submitted as part of the nomination package.



STEP 5: Submit Nomination Package

Once you have all required documents, you may submit these via email to **oe@humber.ca**