



Nominate online, at [RailStaffAwards.com](http://RailStaffAwards.com)

## HOW TO WRITE A GOOD NOMINATION FOR THE RAILSTAFF AWARDS

**JUSTIFICATION:** Compile a list of reasons that your nominee should be selected. Reasons could include examples, stories, illustrations, and statistics about an individual's work. It is important that you be as specific as you can in your nomination letter. Avoid sweeping generalities and make every sentence count. Bring this person to life; help the reviewers visualize this individual. Ask others for more information. Talk with them in person or request that they email you. Ask if they have a story or example they can share.

**OPENING STATEMENT:** Start with a clear, direct, and specific statement of why the nominee deserves recognition. Include enough information for the judges to become familiar with the nominee's specific challenges faced, actions taken, and results or goals met. List the most important information in the first few sentences and then elaborate as necessary but try to keep your nomination under 1000 words. Anything longer than that is unlikely to be remembered in a positive light.

**SUPPORTING STATEMENTS:** Support the opening statement with specific examples and elaborate on why the nominee's accomplishments are worthy of the award.

These examples should include outcomes, results, and/or activities "above and beyond" the nominee's job

description. Include qualities that make this person outstanding, and that are clearly relevant to the award criteria (e.g., contribution, teambuilding, collaboration, initiative, and leadership). Consider including the following evidence to answer the "who, what, when, where, why" in your supporting statements:

- **WHAT did the nominee do** (e.g., projects, activities)?
  - Projects and / or Activities above and beyond the nominee's job description
  - Any challenges or issues encountered and overcome
- **HOW did they do it?**
  - Initiative and / or Leadership
  - Teamwork
  - Creativity and / or Innovation
  - Behaviours and / or Attitudes
- **WHAT were the results and / or impact?**
  - What did the nominee's efforts accomplish?
  - Are there specific benefits that the company derived from those efforts?

**RELEVANCE:** Finally, always ensure that everything is related to the award you're nominating into!