



How to write an Award-winning nomination

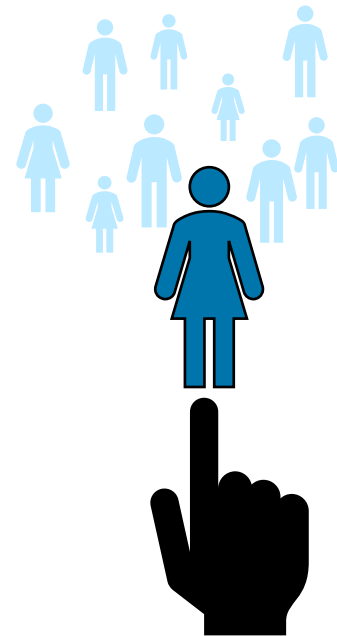
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Session Outline

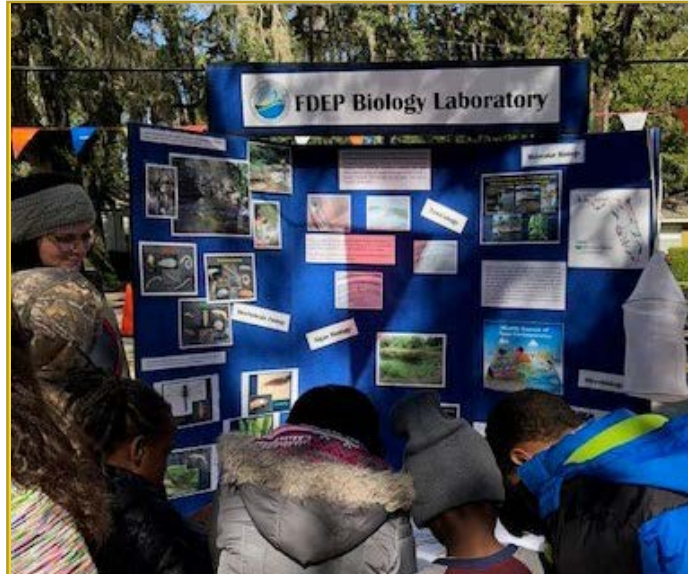
- ✓ About the DEAR awards
- ✓ Categories and eligibility
- ✓ Where to start
- ✓ Tips to write an effective nomination
- ✓ Judging process





DEAR awards

Unleash the power by recognizing them!





DEAR awards

Why should we write a nomination?

- Provide special recognition to your colleague and their efforts to make a difference in DEAR.
- Reflect personal and teamwork achievements.
- Assure that good work is rewarded.



Categories and eligibility



DEAR Outstanding Service Award

- **Eligibility:** DEAR employees (CS, SES, or OPS) who are in good standing and have served over 24 months in the division. DEAR staff are eligible to receive award every 2 years.



DEAR Rising Star Award

- **Eligibility:** DEAR employees (CS, SES, or OPS) who are in good standing and have been with DEAR between 12 and 24 months from the nomination closing date.



Where to Start?

First and foremost:

- Does the nominee meet the eligibility? What makes the nominee special?
- What is the criteria and how will you address it?



Criterion 1: Professional Service

Criterion 2: Reliable Support

Criterion 3: Innovation



Applicable criteria



Criterion1: Professional Service

- _____Employee demonstrates **exceptional professionalism, integrity, or high quality service** to the state as an individual.
- _____Employee displays clear and **effective communication of the department's goals and values** internally and/or externally.
- _____Employee shows **leadership** within a specific program or within the division, initiates/completes a notable project.
- _____Employee masters a **training requirement or project** milestone with **exceptional results**.



Applicable criteria



Criterion 2: Reliable Support

- _____ Employee may not be in the spotlight but is an **outstanding team player**.
- _____ Employee is instrumental in keeping **morale up**, **supporting** group spirit, and motivating employees.
- _____ Employee is a **reliable** person to get the **job done** to meet client or program expectations.



Applicable criteria



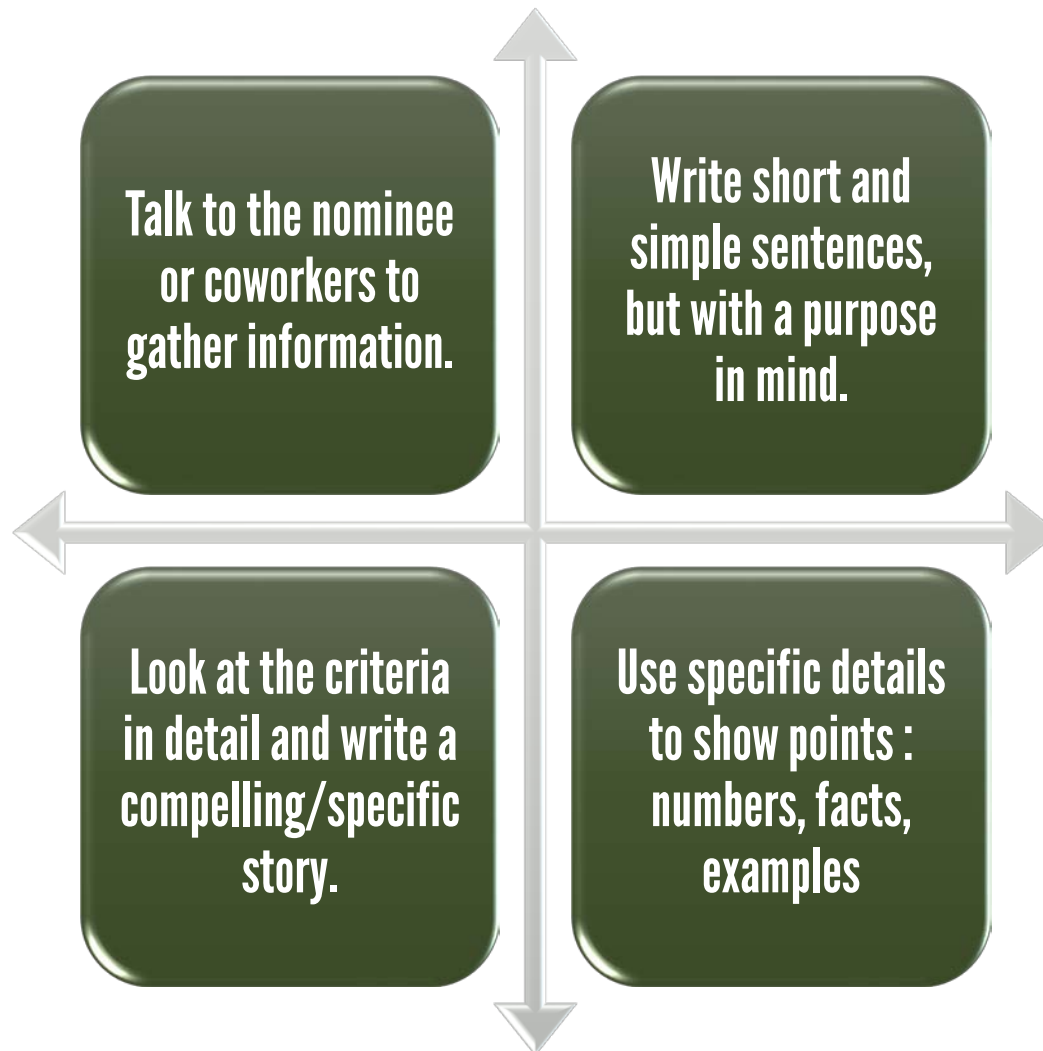
Criterion 3: Innovation

- _____Employee **enhances work environment**.
- _____Employee **improves efficiency** by suggesting and/or implementing innovative solutions to problems that arise in the day-to-day work process.

Speak directly to the rating criteria



Paint a picture of the nominee





S.M.A.R.T nomination

Specific: What are the contributions, impacts and the implications to DEAR

E.g., ● *She assures very high quality data in the toxicology group and is a very well respected member of the team.*

● *She is talented in all toxicity bioassays and provides a valuable input to all the lab staff to improve existing methods. She is driven by an eagerness to learn and often troubleshoots issues related with cultures used for toxicity tests. She takes an active role in increasing their own knowledge of environmental sciences by participating in webinars offered by experts in the field. This year, she participated in the _____ conference in _____.*



S.M.A.R.T nomination

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Measurable: What are the quality/accuracy/productivity rates in the lab? Identify, if possible, measurable parameters to illustrate the professionalism; how the nominee is reliable or a team player etc.?

E.g., ● *She is known to take leadership in the day to day work in the lab and consistently pay attention to details.*

● *She actively engages in leadership by making sure all the tasks get done in the lab. She opens up the communication between the toxicology staff informing them about details related with the whole effluent testing (WET) and algal growth potential (AGP) analysis. She shares her technical expertise with 2 new hired employees. At the same time, she provides performance feedback from the group to the manager.*



S.M.A.R.T nomination

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Attainable: What were the major achievements? How does the nominee ensure the morale is up and motivates others?

- E.g., ● *She has been a solid rock of dependability in our laboratory. If she says she will get it done, she does! She never leaves any test for tomorrow if can be completed today!*
- *During the past year, she introduced and validated two new genetic markers DG3 (dogs) and CowM2 (cows) to identify the source of fecal contaminations for water quality management. Currently, she is validating a third marker, HumM2, to detect human-associated fecal pollution. Each of these assays constitute a great addition to the molecular tools available in DEAR to assess ambient waters in our state.*



S.M.A.R.T nomination

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Results: What were the actual results? What is the relevance of those results?

E.g., ● *She is always looking for an innovative solution to day-to day work issues.*

● *She happily took up the charge of acting as guinea pig in working out new approaches to tackle the use of a new instrument and the corresponding software in the lab. This task was done on top of high work load, writing reports and training personal. This new instrument will allow the recording of data in a faster and more effective way.*



S.M.A.R.T nomination

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Time-frame: How long did the nominee take to complete certain tasks?

Did the nominee excel on this part?

E.g., ● *She goes above and beyond to complete lab work.*

● *During this year, she completed 99.2% of the bioassays on time following the SOPs effectively. In addition, she reviewed and updated 10 SOPs used in the toxicology lab.*



General tips to write an effective nomination

Look for compelling stories, usually judges like them! Be creative!

If you have time, ask for feedback.

Paint a picture of your nominee

Don't leave the nomination to the last minute!

If you aren't successful one year, try again the next!



Judging process



<https://edwardlowe.org/ctw-judging/>