



Tips for Writing a Good Nomination

For the Alberta Trades Hall of Fame

Tips for preparing a complete and accurate nomination

- Review the award criteria on page 1 of the nomination form carefully.
 - Think of examples of how your nominee meets each criteria
 - Find ways to fit these examples into your answers on the nomination form.
 - Talk with the nominee or those who work with the nominee to help jog your memory and identify ways the nominee meets the criteria.
- Read and follow the instructions included on page 1 of the nomination form.
 - Be sure to complete each section of the form in full.
- Verify that all information you provide is accurate and complete.
 - Have others review and critique your work.

Tips for writing about the nominee's work and accomplishments

- Tell the nominee's story as you would to a stranger who is completely unfamiliar with their work and their industry.
 - Do not make assumptions about what the selection committee may already know.
 - The selection committee will consider only the information provided in the application; committee members cannot take their prior knowledge of the nominee into account.
- Consider:
 - WHAT did the nominee do?
 - Projects and/or activities above 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
 - Behaviors and/or attitudes
 - WHY should the selection committee know about it?
 - What did the nominee's efforts accomplish?
 - Are there specific benefits that Alberta has derived from those efforts?
- Use specific examples of situations where the nominee has demonstrated that they deserve to be in the Hall of Fame.
 - Don't just say your nominee is outstanding — prove it.
- Describe unique characteristics of the nominee.
 - What sets them apart from others?