

University of Exeter Employment Awards – Guidance for Nominating Managers

Thank you for nominating your student or graduate employee for an Employment Award. This is a prestigious accolade which your employee can evidence on their CV to demonstrate to future employers the value they bring to an organisation.

You are welcome to use the guidance below to help you write your nomination. Each nomination will be individual, so this guidance is intended to highlight key points which you may wish to consider.

Please remember that your nomination should be no more than 750 words long, and points will be deducted for every 75 words over and above this limit.

You can nominate your student or graduate employee for **one** of the following categories **only**:

- Leadership
- Innovation
- Business impact
- Community
- Best international intern

Our panel of independent judges will be looking, amongst other things, for the following:

- Evidence that the nominated employee has added value to the organisation that could not otherwise have been achieved.
- Evidence that the nominated employee has inspired positive change or development within the organisation during their employment.
- Evidence that the nominated employee has raised the profile or awareness of the organisation in and around the local community.
- Evidence that the nominated employee has shown an ability to problem solve or think creatively to overcome challenges within the organisation.
- Evidence that the nominated employee has successfully navigated a new job market and overcome potential challenges associated with this.
- Evidence that the nominated employee has achieved personal/professional growth or development during their employment.

It is also worth bearing in mind that additional points may be awarded when there is evidence that the nominated employee has demonstrated strengths which pertain to other award categories. For example, you are nominating your employee in the 'business impact' category, but you can also think of examples where they have demonstrated innovation and leadership qualities. We would advise including these details (making sure you stay within the 750-word limit) to qualify for additional points.

Best Team Guidance

When nominating a group of individuals for the 'best team' award, on your nomination form please provide, if possible, a collective name for the team e.g. Career Zone SCPs, Student Ambassador Team, Learning Developers etc. If the team doesn't have an 'official' name, please try to provide something that collectively identifies the work or project(s) the team have worked on together.

You should also provide the individual's names, as well as their email addresses so that we can contact each person individually to inform them of their nomination and invite them to the awards ceremony.

Nominations for this category should clearly evidence:

- How the team have worked together to deliver a project or service within the organisation.
- Examples of exceptional teamwork, collaboration and collective mindset.

Please remember that your nomination should be no more than 750 words long, and points will be deducted for every 75 words over and above this limit.