

# *Tips for writing a great nomination*

1

## **Select the correct category**

Really consider what your nominee has done to deserve an award.  
Read through the categories to see which fits best.

2

## **Use the description**

Use the description of the award as a guide.

3

## **Be specific**

Why does the nominee stand out? What did the nominee do?  
Why was this special? How did this impact you/the team/organisation?

4

## **Give examples**

Give detail and specific examples to explain the reason  
for your nomination.

5

## **Take the time**

Take the time to write nominations for your colleagues, show your  
appreciation and gratitude for their exceptional work and efforts.

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# *Nomination example*

## *Outstanding Customer Service - Hospitality*

### **Why does the nominee stand out? (Give Examples)**

X has worked for us for many years, always smiling, friendly and helpful. X constantly goes above and beyond every day. I am nominating X as there was a specific example of them going the extra mile to deliver exceptional customer service. One weekend over the summer, our home had lost water supply, meaning unwashed clothing belonging to 120 residents was stacked up and unusable washing machines for 2 days meant A LOT of washing.

### **What did the nominee do?**

The nominee approached the supervisor once the water was restored and said, "I will stay late tonight to catch up on the laundry." They worked all day, and then all-night finishing only at 8am Monday morning. Every resident had all their clothes cleaned, ironed and returned. This really embodies Jewish Care values of excellence and compassion.

### **How did it impact you/team/organisation?**

It meant that someone else didn't have to stay late and that the other teams didn't feel 'behind' on the 2-days' worth of washing. This helped even the load of the wider team and ensure that residents received the highest level of customer service.

### **Why was this special?**

It would've been easy for X to go home as their shift finished and come back when they were next needed, but their commitment to delivering exemplary customer service so that residents had their items returned shows someone going above and beyond to achieve this for the residents. This really embodies Jewish Care values of excellence and compassion.

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