



Be Amazing!



HOW TO WRITE A WINNING NOMINATION

FUNDAMENTALS

Tell a Story ● Cite One or More Specific Examples ● Include the Impact ● Include the Pillar

QUESTIONS TO ANSWER:

What did the nominee do?

- Projects and/or activities 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
- Behaviors and/or attitudes

What were the results and/or impact?

- What did the nominee's efforts accomplish?
- What are the specific benefits that will impact our pillars and our company because of these actions?

EXAMPLES:

TELL A STORY

Candace is a great example of how amazing can start with each of us because she saw a need in our community. With students transitioning to at home digital learning she saw an opportunity in the Surry County area to assist.

SPECIFIC EXAMPLES

Candace approached me with an idea to organize a fundraiser for our community to help provide computers and miscellaneous school supplies. As a partner in education with the Surry County School system we decided to make a cash donation of \$10,000 towards this cause. In addition to this Candace organized a local fundraiser to collect notebooks, pens, pencils, earbuds, and other tech accessories that will be needed by students for virtual learning.

THE IMPACT

As a result of her amazing leadership, we have collected more than a pickup truck load of supplies for the Surry County school system. We will be presenting the check and supplies to the school superintendent next week.

THE PILLAR

Without Candace's passion for our community and our people we would not have made this kind of impact for the children of our community. She is a great example of how Amazing can start with her.



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HOW TO WRITE A WINNING NOMINATION

AVOID COMMON MISTAKES

Vague Statements



No Specific Examples



Everyday Expected Behavior

EXAMPLES:

John Snow continuously goes above and beyond his job expectations. He is eager to learn new tasks and take on additional responsibilities.

Not only does he excel in the tasks given to him but also asks questions to know the process before and after so that he may be more helpful in his role when completing the task.

He is always eager to lend a helping hand to anyone in need and truly motivates teamwork. John is a fair and honest leader and ensures everyone on his team has what it takes to be successful in their role.

**What kind of tasks and responsibilities?
How is this behavior beyond expectations?**

**What are some examples of these
behaviors and how did the person excel?**

**We are expected to be fair and honest
leaders everyday, how has this person
created a positive impact on our company
or community?**

QUICK TIP

Ask a colleague who is unfamiliar with the person you're nominating to read your nomination form. If they have questions after reading your nomination, then expand on your answers before submitting.