

St. Cloud State University

Writing a Winning Nomination

- **Begin early.** Consider student employees who provide unique contributions to your department, agency, or the institution.
- **Write professionally.** Consider the nomination as you would a letter of reference. If you would like assistance writing your nomination, the SCSU Write Place staff is available to you at no charge. Contact: (320) 308-2031, writeplace@stcloudstate.edu or <http://www.stcloudstate.edu/writeplace/>.
- **Address each nomination criterion.** Reliability, initiative, uniqueness of contribution, professionalism, and quality of work, with emphasis placed on the uniqueness of contribution to the department, agency, or the institution.
- **Write a comprehensive nomination.** Make the nomination as comprehensive as possible in supporting the nominee.
- **Include the skills the student has learned** from his/her student employment position that will transfer to future employment or career positions.
- **Let the student know that you are nominating him/her.** You may want to include the student's thoughts and comments about the employment position. For example: How has student employment positively influenced the student's academics? How has the student grown personally and professionally?