

# Online Submission Checklist



## Complete the following steps to submit your nomination online:

[CLICK HERE](#) to go to the online nomination submission form.

- Employee's name, email, and job title
- Employee's basic job description
- Employee's supervisor's name and email
- A nomination letter that describes why your nominee is being nominated
  - The letter should be a minimum of 400 words but can be longer if needed
  - It is recommended to attach the nomination letter as a PDF or Word Document
  - [Click here](#) for guidelines on writing an effective nomination
  - [Click here](#) for a sample nomination letter
- Category you are submitting this nominee for consideration
  - [Click here](#) to see the seven categories
- Consent from the nominee's supervisor. **The supervisor must be made aware of your intent to nominate the employee before you complete the nomination form.**

***Once you have this information ready, you are all set to begin the online nomination!***

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### Remember:

- All nominations must be submitted using the online nomination form found on the [UNCW Staff Award for Excellence website](#). Information other than what is submitted online will not be considered.
- All nominations must be submitted by 5:00 p.m. **March 31, 2021.**
- Please contact Michel Shackelford ([shackelfordm@uncw.edu](mailto:shackelfordm@uncw.edu)) if you have any questions.