

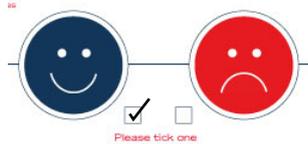
# How to Complete a Nomination Card

Nomination cards are important to recognise the great work people are doing, but also to develop our people even further.

We need your help to get the best information from these nomination cards to make them a strong tool for people to use and develop.



To complete a nomination card correctly, please follow the 5 steps below:



1. **Please tick one** - Tick if it is a positive or negative nomination.

Nominee's name:  
JOHN DOE

2. **Nominee's name** - Include Name and Surname.

Nominated by: (name)  
JANE SMITH  
leave blank to remain anonymous

3. **Nominated by** - Include your name - this is so that further details can be explored to give constructive feedback. If you do not add your name your card cannot be counted.



4. **What behaviours have you seen?** - Tick the behaviour that you want to give feedback about.

Reason:  
ON THURSDAY 12TH THE NOMINATED PERSON  
HELPED ME WITH A MACHINE PROBLEM BY  
KEEPING ME INFORMED AND FINDING A  
SOLUTION TOGETHER

5. **Reason** - Include as much detail as possible so that constructive feedback can be given. Include an example. Be specific. Try to give the time, place, and people involved.

The wrong way to complete the 'Reason' is to write, 'Disrespected me' or 'Good person', because it is difficult for feedback to be given.

The right way to complete the 'Reason' is to write, 'Department was short orders, so (add name) shouted at me (or team) on Thursday, 12 Feb, about orders not leaving on time.' or 'On Thursday 12th the nominated person helped me with a machine problem by keeping me informed and finding a solution together'.