Quick Start Guide to Submitting a Models Nomination

1. **Verify the nominee(s) meets all the criteria for each award category.**

<table>
<thead>
<tr>
<th>Award Type</th>
<th>Active full-time staff</th>
<th>Active part-time staff</th>
<th>Monthly paid</th>
<th>Weekly paid</th>
<th>Not in Performance Improvement/Discipline</th>
<th>Length of time in a supervisory position</th>
<th>Number of staff supervised (no student workers)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Models</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Pillars</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>COVID-19 and Return to Campus Work</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>3 years +</td>
<td>2+</td>
</tr>
</tbody>
</table>

2. **Save a copy of the nomination form to your desktop** and prepare your responses to the questions before entering online.
   - [Models of Excellence Nomination Worksheet](#)
   - [Pillars of Excellence Nomination Worksheet](#)
   - [Model Supervisor Nomination Worksheet](#)
   - [COVID-19 and Return to Campus Work Worksheet](#)

3. **Send or complete form requests early in the process.**
   - [Two Reference Letters](#) for all nomination types.
   - [Supervisor Verification Form(s)](#) send to managers of nominees for all nomination types.
   - [Team Nomination Form](#) record your list of names and contact information for each nominee and submit online.

4. **Enter your nomination online** once responses are finalized.
   - The nominator or preparer will receive a confirmation email immediately following submission.
   - A copy of the completed online nomination will be sent to the nominator or preparer within two business days from date of submission.
   - If you don’t have access to email or a computer, please call the Models Project Team at 215-898-7729 for instructions on how to submit a Models nomination.

**For All Awards**

To promote fairness among all nominations, supplemental material will not be considered in the selection process. But, the inclusion of websites, photos, or other electronic resources can be embedded on the form.

**Questions**

Please contact [models@hr.upenn.edu](mailto:models@hr.upenn.edu) or call 215-898-7729 for any questions you have about the nomination process or the Models of Excellence Program.