Quick Start Guide to Submitting a Models Nomination

Nomination Steps

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

<table>
<thead>
<tr>
<th>Award Type</th>
<th>Active full-time</th>
<th>Active part-time</th>
<th>Supervisor, Manager, or Director</th>
<th>Staff in Support Roles</th>
<th>Not in a Performance Improvement Plan</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>3 years +</td>
<td>2+</td>
</tr>
<tr>
<td>Pillars</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supervisor</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 worksheet to your desktop and prepare your responses to the questions before entering online.

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.
   - Use the Models Team Member Form to record your list of names and contact information for each nominee and submit online.

4. Enter your nomination in the online form once responses are finalized.
   - 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 or call 215-898-7729 for any questions you have about the nomination process or the Models of Excellence Program.