



Quick Start Guide to Submitting a Models Nomination

New and experienced nominators are encouraged to register for an information session to guide you through writing a nomination at www.hr.upenn.edu/models-infosession or models@hr.upenn.edu.

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

Award Type	Active full-time staff	Active part-time staff	Monthly paid	Weekly paid	Not in Performance Improvement/ Discipline	Length of time in a supervisory position	Number of staff supervised (no student workers)
Models	X	X	X	X	X		
Pillars	X	X		X	X		
Supervisor	X	X	X	X	X	3 years +	2+

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](#)

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.
- 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.