



Quick Start Guide to Submitting a Models Nomination

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		
Sustaining Penn	X	X	X	X	X		
Supervisor	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](#)
- [Sustaining Penn Through COVID-19 Nomination Worksheet](#)
- [Model Supervisor Nomination Worksheet](#)

For this year’s special category, “Sustaining Penn through COVID-19,” please use the appropriate award type above; include COVID in the title of the nomination.

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.
- [Nominee Authorization for Survey Staff](#) send to Model Supervisor nominee only.
- [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 or call 215-898-7729 for any questions you have about the nomination process or the Models of Excellence Program.