



FIU Recognition Awards Nomination Template

In order to submit a nomination, you will need to complete the below template and then copy and paste your text into the submission box on the nomination website. Please note that the site automatically expires after 24 minutes so it is important to have your nomination prewritten prior to logging into the system.

By following this template, you will have a greater chance of providing a strong nomination. The more relevant information you provide, the better chance the committee has of getting to know why your nominee should be considered.

1. Introduction: Describe how long you have known the nominee and in what capacity. Include their job title, length of service, career history at FIU, etc.

A large, empty rectangular box with a light gray background, intended for the user to write the introduction of the nominee.

2. Share factual information about the nominee(s)' accomplishments. Explain how they meet the prescribed criteria for the award you are nominating them for.

A large, empty rectangular box with a light gray background, intended for the user to describe the nominee's accomplishments and how they meet the award criteria.

3. Provide concrete examples of how they meet the criteria to support your nomination.

A large, empty rectangular box with a light gray background, intended for the user to provide concrete examples supporting the nomination.

Once you complete this template:

1. Visit nominate.hr.fiu.edu
2. Log in using your FIU credentials.
3. Click “Next” to begin the nomination process.
4. Select and confirm the award category for your nomination.
5. Search and select your nominee.
6. Continue to follow the instructions on the website until you reach the “Nomination Summary” page.
7. Paste your pre-written, proofread nomination into the text box and click “Nominate!” **(Only paste your response and not the question text)**