Online Submission Checklist

Complete the following steps to submit online:

CLICK HERE to be taken to the online submission form.

☐ Employee’s name, home address, and position title
☐ Employee’s basic job description
☐ Employee’s supervisor’s name, email, and phone number
☐ University Coordinator name and email address

→ **UNCW Coordinator:** Olivia Cunningham, cunninghamo@uncw.edu

☐ A written summary of why this employee is being nominated.

→ The summary should be a minimum of 350 words but can be longer if needed.

→ This can be created in a Word document and then copied and pasted into the online application.

→ Click here for guidelines on writing an effective nomination.

☐ Category you are submitting this nominee for consideration

→ Click here to see the seven categories

☐ Consent from the nominee’s supervisor. **The supervisor must be made aware of your intent to nominate the employee before you complete the nomination form.**

Once you have this information ready, you are all set to begin the online nomination!

Remember:

• All nominations must submitted using the online nomination form found on the OSHR website. Information other than what is submitted online with not be considered.
  
  o Each field on the form must be completed in order for the nomination to be considered.
  
  o In the field entitled “Description of why this individual is nominated,” a 350-word (minimum) description is required.

• All nominations must be submitted by 5:00 p.m. **April 27, 2017.**

• Please contact, Olivia Cunningham (cunninghamo@uncw.edu) if you have any questions.