

# Nomination Package Checklist:

## Voice of York

**NOTE:** *This checklist does not need to be uploaded as part of the nomination package and is for your reference only.*

### Award Description

The most important “Voice of York” is the one who makes the first contact with a visitor or community member. The quality of responsiveness and the genuine desire to assist in the most difficult or sensitive situations is essential to York’s reputation. Nominees for the President’s Voice of York Award are employed as front-line staff and who have regular interaction with the York community. This award was established in 1999 by President Emerita Lorna R. Marsden.

### Eligibility

- Nominee is a permanent staff member working 25 hours or more in a week at York
- Nominee has been continuously employed for 2 years as of December 31, 2022

### Criteria

- Nominee goes beyond the call of duty in the capacity of their position to provide assistance to the community in a manner that exemplifies York’s values
- Nominee demonstrates enthusiasm and is viewed by others as an Ambassador for York Nominee possesses exceptional interpersonal skills
- Nominee possesses extensive knowledge of York University
- In a front-line capacity, the nominee regularly deals with difficult situations effectively, professionally and with compassion

### Nomination File Requirements

- Your nomination file must include:
  - A nomination letter (maximum 3 pages)
  - The nominee’s C.V. or work history at York University
  - The job description of the nominee’s current position
  - A maximum of three (3) letters total (1 nomination letter and min. two (2) letters of support)
  - Each letter of support must not exceed a total of three (3) pages
  - One of the letters of support, OR the nomination letter must be from the nominee’s current Manager
- The chief nominator and one supporting nominator, OR at least two (2) of the supporting nominators must be from outside of the nominee’s home department
- The total number of pages of ALL letters combined does not exceed 12 pages
- Using specific examples, describe how the nominee contributes to the goals/objectives, to the office/division and/or the broad York Community
- Please illustrate with examples of how the nominee meets or exceeds each of the criteria for the award
- Quotations from other persons are not permitted and letters can only have one author. Multiple authors on a letter are not permitted
- Please do not include any references or confidential documents such as employee performance ratings or evaluations
- Please do not use acronyms in the letter
- Self-nominations are not permitted

## Contact Information

You will need to provide the following contact information for yourself, the nominee and each nomination supporter:

- Name, email address, campus address

All inquiries can be mailed to [president@yorku.ca](mailto:president@yorku.ca)