

## Helpful hints for The Crystals nominator



The Crystals nomination form has three sections that will be scored by a panel of judges:

- Demonstration of Core Value (100 pts.)
- Advancement of an Aim (100 pts.)
- Letters of Recommendation (50 pts.)

For a nomination to receive high scores, the Judging Rubric requires clear facts, examples and specific information as it pertains to these areas. Nominators should avoid praise that “tells” how great a candidate may be; instead nominators should “show” with evidence and data how a candidate excels beyond their job description. Consider the following:

### High-scoring essays and letters will clearly state:

1. How the nominee is innovative and/or is implementing new/unique programs or processes not before seen in the district. Contain at least two to three specific examples. The examples should be of work that no one else in the district (who has held nominee’s equivalent position in the past or present) has done similarly. The programs/processes and the positive results are clearly explained. Accolades are substantiated with supporting evidence.
2. How the nominee went above and beyond his/her job description in his/her work. (Note: An employee doing his/her job well is expected. Be sure to cite what the employee is doing that is outside of/beyond what is expected or in his/her job duties.) Achievement of effective quantifiable/tangible results will be discussed. Give specific examples.

### The following advice comes from past nominators and judges.

- Give yourself plenty of time.
- Research first. Ask the nominee’s supervisor and co-workers (possibly students and parents) for their input and suggestions in describing the work of the nominee. Identify what it is the nominee does that surpasses job expectations and responsibilities. Listen for specific examples, especially those that have measurable/tangible results.
- Reference the Judging Rubric that details how points will be scored. It can be viewed online at [www.cusd.com/crystalawards](http://www.cusd.com/crystalawards).
- Review the 2020-23 Strategic Plan. The criteria for The Crystals program is based entirely from this plan. It can be viewed online at [www.cusd.com/crystalawards](http://www.cusd.com/crystalawards).
- **Demonstration of Core Values** (1 essay required; up to 4 allowed)
  - Stay within the 300-word limit per essay.
  - An essay must focus on only ONE core value, not several.
  - Include at least two examples illustrating nominee carrying out the core value.
  - Substantiate any accolades with supporting evidence, results or data.
  - Note where work is outside of the job description or expectation.
  - Multiple essays’ scores will be averaged together. Submit only strong essays.
- **Advancement of an Aim** (1 essay required)
  - Stay within the 1,000-word limit.
  - Focus on only ONE aim the nominee has carried out by his/her exceptional efforts.
  - Review the 2020-23 Strategic Plan for indicators and examples that demonstrate action being taken on an aim.
  - Include at least two examples. Be specific. Discuss results. Substantiate accolades.
  - Identify how example/body of work is beyond what is expected from the nominee’s job description.
- **Letters of Support** (3 required)

Ask for letters of support early in the process, providing the writers with necessary time. Consider asking more than three people for letters, and then submit the three strongest letters that represent the nominee. A letter should not be written by the nominator – bring in other voices and perspective into the application.

## QUESTIONS TO CONSIDER IN COMPLETING NOMINATION FORM

Did I use recent, specific examples, anecdotes and/or relevant data to illustrate why nominee is worthy of this award?

How are students and/or the district better because of the nominee? Was this fully explained in my essays?

Did I include **specific examples** of work nominee did that was out of the ordinary?

Did I include impact and/or measurable results (i.e., increase in student achievement scores, number of increase in student, parent or staff participation, amount of funds saved ...)?

Is nominee’s work replicable?

How do students, parents, coworkers and/or the community respond to nominee?

**The Crystal Award nomination period is Sept. 1 through 5 p.m. Oct. 15.**  
**Late nominations will not be accepted.**