

Nomination Package Checklist:

President's 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, 2024

Criteria

It is the nominator's responsibility to provide information reflecting the achievements and exceptional nature of the nominee(s). Be thorough and factual and demonstrate how the nominee(s) excel(s) in each of the following criteria:

- Nominee goes beyond the call of duty 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

The Chief Nominator is responsible for putting together a nomination file that consists of:

- Three Letters (Maximum):**
 - One (1) lead nomination letter from the chief nominator
 - Two (2) letters of support
- Employment Background**
 - The nominee's C.V. or work history at York University
 - The job description of the nominee's current position

Nomination Guidelines

- One of the letters must be from the nominee's current Manager
- The chief nominator and one supporting nominator, OR two (2) of the supporting

nominators must be from outside of the nominee's home department

- Each letter is from an individual author (multiple authors on a letter are not permitted)
- Self-nominations are not permitted

Letter Formatting and Content Guidelines

- Each letter does not exceed a total of three (3 pages), and the total number of pages of ALL letters combined does not exceed nine (9) pages
- Specific examples are used to describe how the nominee:
 - Contributes to the goals and objectives of their office, division and/or the broader York Community
 - Meets or exceeds each of the award criteria
- Quotations from other persons are not permitted.
- No acronyms are used in the letter
- Do not include any references or confidential documents such as employee performance ratings or evaluations

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 emailed to president@yorku.ca