

A Guide to Powerful Legacy Nominations

*Tips, Examples, and Tools to Make Every
Nomination Count*

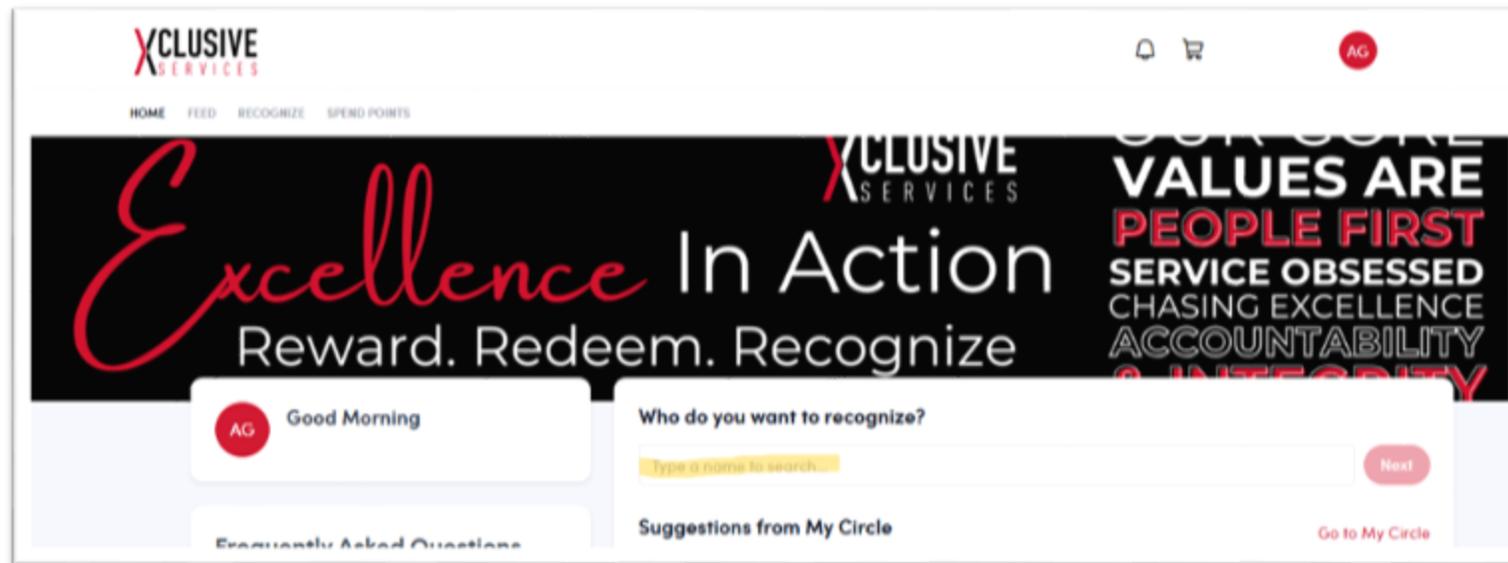
Best Practices

- ✓ Focus on one story
- ✓ Keep it simple and clear
- ✓ Be specific in explaining the outcome
- ✓ Ask for help if you need it

Submit separation nominations for repeat offenders of greatness!

Getting Started with a Nomination

- 1 Log in to [Awardco](#)
- 2 On the homepage, type in the name of the person you want to nominate under **Who do you want to recognize?**



- 3 Most people will immediately be taken to the Legacy Award nomination form.
 - If you have access to give recognition through other programs, you will have to select the Legacy Award program.

Use the 3 Legacy Dimensions

Each nomination is reviewed using these dimensions.
Be sure to address them directly in your write-up!

Dimension	What to Include
Consistency	Is this behavior a one-time example or recurring?
Alignment	How clearly does this action reflect the meaning of the value?
Impact	What changed because of what they did?

AI as a Tool

Using AI Tools to Strengthen Your Nomination

We encourage the use of tools like ChatGPT to help make final edits to your story and nomination.

You must start with the rough draft of what you want to include. AI cannot speak for you, but it can help you make an impression with your words.

Three Smart Approaches to Use AI Well

- 1. Rewrite for Clarity:** make your writing **clearer and more impactful** without adding length.
 - *“Make this clearer and more impactful without making it longer.”*
- 2. Amplify the Value:** help the **core message stand out**. Focus on the benefit or behavior being recognized.
 - *“Rewrite this to highlight [the value] more clearly. Don’t add extra details.”*
- 3. Give It a Role:** see your nomination through another lens such as a leader, a storyteller, or a values ambassador.
 - *“You are a manager reviewing this nomination.”*
 - *“You are the CEO sharing this story with the company.”*

The following slides outline some more detailed prompts that can be helpful.

AI Prompts

AI Prompt: Organizing Your Thoughts

I know the action and impact that you want to highlight.

But I have no idea how to put it into words?

Prompt AI to help kickstart your creativity.

*I'm writing a nomination for a company award. The person did this: **[brief action]**. It led to this: **[brief impact]**. The value I'm recognizing is: **[value name]**. Can you help me expand this into a nomination by asking me questions that will help me give more detail or describe it more clearly?*

Once you have an idea of what you want to say, modify this prompt, or one of the others, to help you get the specific responses perfected.

AI Prompt: Final Polish

Are you ready to hit submit?

One final read through can never hurt!

Ask AI to help:

*Without changing my tone or sentiment or adding any additional details, can you proofread this award nomination for grammar, flow, and engagement? It needs to clearly address the consistency, value alignment, and impact of the behavior. The value I've chosen is **[value]**.*

Sample Nomination

Sample Nomination: Accountability

1. Explain the behavior(s) that demonstrated a clear example of the value you are nominating this person for and why this is an example we'd want others to follow.

John consistently takes ownership when things go wrong. Recently, a property reported confusion about shift coverage, and Diego stepped up to call both the client and every affected team member to clear up the miscommunication. He owned the outcome, kept everyone calm, and followed through until the issue was resolved. His accountability builds trust and keeps operations running smoothly.

Sample Nomination: Accountability

2. Provide specific dates, situations, or patterns where the nominee demonstrated this value.

This specific example happened on June 3, when the Gaylord Rockies team reported that two buffet attendants hadn't arrived for a morning shift. Within 15 minutes, Diego was already working the phones confirming who was scheduled and coordinating coverage, so the client wasn't left short-staffed.

Sample Nomination: Accountability

3. What positive outcome, change, or influence did this behavior have? Was the impact on a person, team, client, or company process?

Because Diego acted quickly and took responsibility for finding a solution, the client felt supported, and the shift was covered with minimal disruption. His behavior and quick problem solving prevents complaints from becoming escalations and it reinforces that we're a company that follows through.

Ready to honor a legend?

[Click here to submit your nomination!](#)

If you need support with your nomination or have any questions about the process, please contact your Manager or HR.