

## **Tips for a Successful Nomination: TMG Peer-to-Peer Recognition Program**

In the 2014 TMG Focus Groups, TMG employees expressed a need to feel more valued for their contributions. In response to this feedback, the TMG Total Compensation Re-Design Sub-Committee recommended a peer-to-peer recognition program as one way to acknowledge great work and show appreciation between TMG colleagues. This TMG recognition program launched in 2018 and runs annually.

The program is intended to recognize TMG members who are contributing to a brighter McMaster through the demonstration and reinforcement of McMaster's core leadership capabilities.

*How does it work?*

The program provides TMG members an opportunity to recognize their fellow TMG colleagues. Through a short nomination process, the nominator will be asked to share examples of how the nominee has demonstrated one or more of [the six core leadership capabilities](#); (*Takes a Strategic Approach, Communicates & Collaborates, Drives Results, Champions Change & Innovation, Develops People, and Invests in Relationships*).

A maximum of one award for each of the six leadership capabilities will be granted, which could result in a maximum of six TMG members being recognized annually.

The selection criteria will be based on the depth and breadth of examples provided on the nomination form.

*Suggestions to help you prepare for a success TMG Peer-to-Peer Nomination*

1. The period of the award program is for the calendar year. Nominations will open in the fall for each year, and the awards will be presented at the winter TMG Forum.
2. It is strongly recommended that you use the peer review process (i.e., the nomination is reviewed by peers not involved in the nomination process) to help ensure your nomination is as comprehensive as possible
3. Please ensure that you are providing specific examples of how the nominee is demonstrating the core leadership capabilities listed above
4. If possible, please include examples of how the nominee has demonstrated inclusive excellence throughout your nomination.
5. What information should be provided to support inclusive excellence?
  - a. Please consider any of the following areas
    - i. Establishing accessible, equitable, and inclusive policies and/or processes

- ii.* Delivering accessible, equitable, and inclusive student and/or employee programs and services
  - iii.* Developing attitudes, knowledge, and skills in self and among others to foster accessibility, and inclusion
  - iv.* Enhancing the recruitment, recognition, and retention of diverse community members.
- 6. If possible, please include examples of how the nominee has demonstrated the support of employee well-being throughout your nomination.
- 7. What information should be provided to support employee well-being?
  - a. Please consider any of the following areas
    - i.* Build a strong team culture characterized by trust, honesty, and fairness
    - ii.* Recognizing other members of the team for their successes
    - iii.* Promoting and encouraging the growth and development of other team members
    - iv.* Sets limits before burnout; accepting the need for balance