

Tips for Anonymizing Nominations

The goal of an anonymized nomination is to eliminate identifiable details—such as names, gender, specific job titles, institutions, or any other information that could directly or indirectly reveal the nominee's identity.

Below are some best practices to consider when writing an anonymized nomination.

- **Focus on Achievements:** Highlight specific accomplishments, skills, and contributions of the nominee without naming them.
- **Use Neutral Language:** Use language that is neutral and non-specific. Avoid mentioning age, gender, ethnicity, or any other identifiable characteristics.
- **Generalize Roles:** Use broad titles or descriptions (e.g., “team leader,” “volunteer coordinator”) instead of specific job titles.
- **Avoid Specific Locations:** Steer clear of mentioning particular places or organizations. Instead, use general terms (e.g., “a local organization”).
- **Broad Categories:** Refer to departments or functions without naming them (e.g., “a department focused on community outreach”).
- **Avoid Specific Dates:** Instead of providing specific time frames, use terms like “recently” or “over the past few years.”
- **Remove Identifying Context:** If the nominee is associated with specific organizations or communities, consider how you can reframe these references to keep them generic.
- **Focus on Roles and Responsibilities:** Highlight the nominee's contributions to projects or initiatives instead of personal details. For example, you can mention their role in projects (e.g., “led a community initiative”) while keeping the language general enough to maintain anonymity.
- **Review for Identifiers:** After writing, thoroughly review the nomination to ensure no potentially identifying information remains. Consider asking a trusted colleague to help catch any overlooked details.