



## **AWARD FOR EXCELLENCE**

Established in 1992

To be presented annually to an organization that demonstrates quality support for secretaries, administrative/executive assistants, and related office professionals.

### **GUIDELINES FOR PREPARATION AND SUBMISSION**

#### **Can More Than One Company Receive the Award for Excellence?**

The Award is given in two categories: 1) large corporations with 1,000 or more employees; and 2) smaller companies with less than 1,000 employees. The 2009 Award for Excellence winners were: Missouri State University, Springfield, Mo., nominated in the smaller company category by the Hawthorn and Springfield Metro IAAP Chapters; and SES AMERICOM – NEW SKIES, Princeton, N.J., nominated in the large corporation category by the Mercer IAAP Chapter.

#### **Who Should Prepare the Submission?**

An organization may be nominated for the Award for Excellence only by a chapter of the International Association of Administrative Professionals. A designated member of the chapter must compose the submission.

It is expected that the nominated organization will cooperate with the chapter by providing information, examples, and sample documents as needed. However, the organization should not prepare the submission.

#### **How Should the Submission be Prepared and Formatted?**

Prepare five complete sets of the submission with the Nomination Submission form on the top of each set.

Answer each criterion on a separate page. Put the organization's name at the top of each page, then state the item number and criterion. Immediately follow with your response. It should be typed single spaced, and each criterion should be no longer than one page. **The entire submission should be eight pages plus the Nomination Submission form.**

Before submitting your nomination, proofread it carefully. Attach any accompanying documentation, samples, etc., to the criterion response it supports. Information must be directly relevant to the criteria addressed. Do not submit supporting information under more than one criterion.

### **What if the Submission is Incomplete or Inaccurate?**

It is impossible to fairly evaluate submissions that are incomplete or inaccurate. Therefore, these submissions will be disqualified.

### **Who Does the Chapter Contact with Questions on the Award for Excellence?**

Questions about the Award for Excellence may be directed to Kathy Schoneboom CPS/CAP, Certification Manager, at 816.891.6600 x2227 or e-mail [kschone@iaap-hq.org](mailto:kschone@iaap-hq.org); or to Jennifer Mikic CPS/CAP, Assistant to Certification Manager, at 816.891.6600 x2225 or e-mail [jmikic@iaap-hq.org](mailto:jmikic@iaap-hq.org).

### **What is the Deadline for Submitting a Nomination?**

Chapters must submit five sets of their completed nomination by Dec. 10.

### **When is the Award for Excellence Presented?**

Yearly at the closing banquet of the IAAP Education Forum and Annual Meeting.

### **What Do Submitting Chapters Agree to Do?**

Chapters that submit an organization for the Award for Excellence must agree to promote the visibility of IAAP and the Award for Excellence and must permit promotional materials about IAAP and the winning organization to be distributed (i.e., via media releases, a luncheon, etc.). By signing the Nomination Submission form, the chapter president agrees with this provision.

In addition, chapters are encouraged to organize local contests for the Award for Excellence and submit their winner to the international competition.

### **What Do Winning Organizations Agree to Do?**

Winning organizations should accept the Award for Excellence with pride and demonstrate support for IAAP by participating in publicity both internally and externally.

A key officer of the organization must sign the Nomination Submission form to indicate agreement with this provision.

A key officer of the winning organization should be present to accept the Award at the IAAP Education Forum and Annual Meeting.

## **CRITERIA**

### **1. CHAPTER RECOMMENDATION**

A one-page recommendation of the organization is to be composed and submitted only by a chapter of IAAP. No cover letter is needed. No supporting documents are appropriate for this criterion.

In the recommendation explain why the chapter members believe the organization is worthy of the IAAP Award for Excellence. Include anything else unique about the organization that will help in the evaluation process.

However, do not repeat information from responses to other criteria. This recommendation should focus on the organization's support for the nominating chapter as a whole.

### **2. MISSION & VISION**

- a. Explain how the organization's Mission Statement reflects a dedication to its employees.
- b. Describe how office professionals fit into the organization's vision for the future.

### **3. PHYSICAL RESOURCES**

- a. List and comment on the adequacy of the following types of resources available to office professionals in the organization: supplies, equipment, technology, furniture, lighting, onsite day care facilities, etc.
- b. Describe the quality of the physical environment for office professionals. Examples are fitness centers, walking trails, health screening programs, and parking lot security.

### **4. PROFESSIONALISM**

- a. Explain how the organization supports IAAP initiatives. Include descriptions of administrative and financial support for IAAP membership, CPS and CAP certifications, etc.
- b. List any other professional associations in which the organization's office professionals participate. Include descriptions of administrative and financial support for membership and certification.

### **5. TRAINING AND DEVELOPMENT**

- a. Describe the specific education, training, and/or development opportunities offered to the organization's office professionals in the past year.

- b. Indicate the percentage of office professionals who participated in these programs and the nature of their participation (attendance, leadership, development, or delivery of programs).
- c. Explain how the participants applied these training and/or development experiences to improve their work performance. Did employees' participation in the programs result in promotions or other types of advancement?
- d. How did participation in the programs relate to company performance and the attainment of company goals? Were there "bottom line" gains as a result of participation?

## **6. REWARDS, RECOGNITION, AND PROMOTION**

- a. Describe the specific rewards (other than salary increases or merit pay) given to office professionals in the organization that recognize quality, performance, and contributions.
- b. Describe the career paths available to entry-level office professionals in the organization. Be specific about job titles and related responsibilities. Describe the possibility of moving into management. Include percentages or specific examples of office professionals who were promoted into management positions.

## **7. LEADERSHIP AND PARTICIPATION**

- a. Describe the specific ways office professionals in the organization participate in decision-making and policy setting (i.e., participation in decision-making teams, problem-solving committees, and long-term planning groups).
- b. Describe other opportunities for office professionals to use leadership skills.

## **8. SERVICE**

- a. Describe the participation of office professionals in community service and volunteer work. Explain how the organization encourages such external activities.
- b. Describe the rewards available for internal service by office professionals (i.e., release time for organizing special events).

You can fill the Nomination Submission Form out on your computer if you have Adobe Acrobat Reader and then print it out. *OR* Print it out and then fill it in by hand.

You cannot save the filled in form to your computer unless you have the full version of Adobe Acrobat.



**2010**

**AWARD FOR EXCELLENCE**  
**Nomination Submission Form**  
**Please type or print**

Employer Organization \_\_\_\_\_

Industry \_\_\_\_\_ Year Established \_\_\_\_\_

Brief Description of Employer Organization \_\_\_\_\_  
\_\_\_\_\_

Number of Employees \_\_\_\_\_

Employer Organization _____	
Key Officer Name/Title _____	
Mailing Address _____	
City _____ State/Prov _____ Zip/PC _____	
Telephone _____	
E-Mail _____	
Signature below indicates agreement with submission of nomination criteria and key officer acceptance if employer organization is selected as 2010 IAAP Award for Excellence Recipient.	
_____	
Signature _____ Date _____	

<b>IAAP Chapter</b> _____ ID# _____
Name of Chapter President _____ (Print)
Address _____
Phone (W) _____ Phone (H) _____
E-Mail _____
_____
Signature of Chapter President _____ Date _____

**Five sets of this Nomination Submission Form and Documentation of Criteria for the Award are to be sent certified mail postmarked no later than Dec. 10, 2009.**

**Mail to:**  
**IAAP Award for Excellence**  
**ATTN: Jennifer Mikic CPS/CAP**  
**PO Box 20404**  
**Kansas City MO 64195-0404**

**OR Ship to:**  
**IAAP Award for Excellence**  
**ATTN: Jennifer Mikic CPS/CAP**  
**10502 NW Ambassador Drive**  
**Kansas City MO 64153-1295**