



Business Excellence Awards
Prix d'excellence en affaires

2018 Rising Stars Nomination

Guideline and Tips

The information listed below will assist with completing the nomination form. Feel free to add your own response, storyline or facts in accordance to award category description. Upload Word docs or attachments directly into the online nomination section.

When completing the application please be as specific as possible, using quantifiable figures when possible. Not all questions need to be answered except those marked as required with an asterisk (“*”) but do cover all the criteria listed per individual award category description that may pertain to your application.

A score will be given for the overall section, mainly covering award criteria and other achievements. Please also provide two References. They may-be contacted at the discretion of the judges.

Below are some questions/topics to help you draft your nomination.

- What are the Key Business achievements for the nominee? Use quantifiable figures where possible and be specific and brief.
- Expansion/Growth: What has been the growth of the company/individual in the past 2-4 years?
- Business Development/Sales: What initiatives company/individual has taken to attract new clients and/or retain current clients?

- Number of employees-: How many employees does the company have and what has been the growth in the last few years?
- Scope of responsibilities: What is the scope of nominee's job, how many report to the nominee and in what capacity?
- Challenge: What is the significant challenge facing the company/individual and what steps has been taken to address it
- Products and Services: Provide a brief description of your products/services. Have any new products/services been added in the last (2-4) years. Has the nominee increased or improved service offerings of the company?
- Credentials – Please provide a list of specific credentials required in the nominees industry that the company has on hand.
- Industry Leadership and work experience: Use years of experience, senior levels and examples that reflects leadership initiatives and success individual/company in varied areas.
- Individual contributions: Length of the service, Monthly time commitment, specific role accomplishments
- Recognition: Please list any third party recognition of expertise or leadership in the nominee's respective field
- Awards and Distinction: list any Awards and distinction that nominee has received with relevant dates
- Other: List any other items or point of interest highlight them on brief.
- Community Involvement: While we understand the importance of donations contributions to charitable organisations, the judges are looking for information on how the nominee has directly played a significant leadership role in community causes. Please provide specific role, contributions, and approximate dates of service and or monthly time commitment.
- Other reference that Community involvement can include are: Programs and Services; Community awareness regarding programs offered; Volunteers- process of hiring, keeping them engaged, role and contribution to the organisation; any challenges faced and overcome; Credentials.

