



## Guide for Members – NACE Awards – What You Need to Know

### NACE Awards:

- NACE Awards honor members' outstanding achievements in the career services and HR/staffing professions.
- NACE Awards provide honors and recognition for yourself, your staff, and your organization through acknowledgment at the NACE Conference & Expo and in NACE publications.
- The NACE Awards honor members' outstanding achievements in the career services and HR/staffing professions. NACE Excellence Awards are judged on program needs/objectives, content, design, creativity, innovation, measurable outcomes and ease of replication.

Most nominees for a NACE Award are truly deserving. Sometimes, however, their nomination packets do not highlight the person's worthiness in a way that makes his or her accomplishments clear to the selection committee. To help you write a more successful nomination package, NACE has compiled the following information for nominators.

To start we've compiled some "*myths and realities*" about the Awards Nomination process to inspire you as you get started:

**Myth:** The nomination itself doesn't really matter. The candidate's own accomplishments, determines who wins and loses.

**Reality:** The nomination packet is essential for a strong nomination. The best nominating packets link the accomplishments of the candidate with the expectations of the award, with a compelling, engaging narrative. The submission should lay out the candidate's credentials, and why you and other supporters view this person as outstanding and worthy of a major award.

**Myth:** You should not ask to be nominated. If you are qualified, someone will take the lead and submit a nomination on your behalf.

**Reality:** If you think you are qualified for an award, it is okay to ask a colleague to nominate you. Do not assume that you will be nominated just because you are qualified. Many highly qualified candidates are not nominated, and thus never win awards. A friendly request, and an offer to help out, can increase your likelihood of being nominated. Your engagement also helps the NACE by increasing the scope, diversity and quality of the nominated pool of candidates.

**Myth:** Only NACE members who are in senior positions in the profession can submit nominations for NACE Awards.

**Reality:** NACE encourages all members to submit nominations.

**Myth:** Only NACE leaders should write support letters

**Reality:** A strong nomination packet can include senior, junior, and peer-level support letters across the association. Leaders may strengthen a nomination, because they are more likely to have read and written more nomination letters and may have insights that would present the candidate in a competitive manner. Diverse and multiple perspectives on the candidate, offers a great input into the review process.

**Myth:** The nomination process should be secret - the candidate should never know whether or not he/she was nominated.

**Reality:** NACE does not require or expect nominations to be secret. Transparency in the awards nominations would very likely benefit underrepresented groups. Transparency can also lead to stronger nominations.

## **Awards and their Descriptions:**

### **Kauffman**

The Kauffman Award acknowledges the accomplishments and contributions of Warren E. Kauffman, who served the association for more than 30 years. The recipient is recognized for making a tangible contribution to NACE that significantly improved the association. (The Academy reviews nominations on an annual basis; however, in some years, no candidates were nominated or inducted.)

### **Academy of Fellows**

The NACE Academy of Fellows, established in 1994, recognizes individuals who have contributed to the profession through the advancement of knowledge, leadership, or excellence in professional practice. (The Academy reviews nominations on an annual basis; however, in some years, no candidates were inducted.)

### **Mackes Award**

The Mackes Award honors and celebrates the impact of Marilyn Mackes' tenure as NACE Executive Director, who led the association for 23 years. This award recognizes the individual achievement of a NACE member who has shown exemplary leadership skills and initiative while promoting an environment of respect, ethical standards, diversity, equity, inclusivity, and innovation.

## **Nomination Package**

### **How do I go about nominating someone or self-nominating for a NACE award?**

The process is very simple! All you need to do is go to the [NACE Awards webpage](#) during open nominations and click on the appropriate awards category.

### **How should I approach filling out the online form?**

One way is to create your answers in a word document and then copy and paste them into the online form. This will also provide you with a record of your answers. The form will automatically save as you go along so it does not have to be completed in one sitting.

### **Tailoring your nomination**

1. Read the criteria for each award carefully. Is your nominee right for the award? Criteria and required components for all NACE Awards can also be found on [naceweb.org](#).
2. Clearly describe how this individual or group has demonstrated the award criteria. Be specific.
3. Carve out Time. We know that most people submit very close to the deadline. Past winners have shared that carving out a few hours leading up to the deadline to draft out your submission, outline and description will be a huge benefit!
4. Ensure the submission addresses the specific criteria for the award. All nominations should explicitly explain the importance of the accomplishments relevant to the award.
5. Give a complete overview of your nominee. Emphasize the unique elements of his/her/their accomplishments that makes your nomination stand out from others such as the achievements and accolades they have received and the impacts they have made.
6. Submit a concise, well-written nomination packet. Follow the nomination requirements for format and length on the electronic form. Avoid cliché generalities ("I know of no one else more deserving of this award") in favor of specifics about the nominee.
7. Provide objective information. Supporters should be from different institutional affiliations, or disciplines. It should be clear that the nominee has influence specific to the award criteria.

8. Solicit strong support from others that will strengthen the nomination. Present the supporting evidence in the letters in a way that educates or informs the committee members about the candidate.
9. If at first you don't succeed, **resubmit!** The pool of nominations can be competitive. Solicit feedback from the selection committee. As long as your nominee meets the criteria, review and update the submission for the following year.