

Award Feedback from the Judges

Here are a few tips from our judges to help you put together a stand-out - and hopefully winning - nomination.

GO FOR GOLD

- Remember: we're looking to reward high achievers - outstanding people who go above and beyond in pursuit of excellence.
- Take the time to tell your story and detail your achievements.

"We are looking to reward 'exemplary' and 'outstanding' entries. Remember this is a competition; 'So what?' reactions or 'business as usual' won't win."

- The judges can only award marks based on the information you give them. Don't assume they know anything more about your nomination than the information you have provided.

"There are good stories out there; get them across."

FOLLOW THE RULES

- Whether you're nominating yourself or someone else, read the eligibility criteria carefully to ensure that you/they are eligible to enter.
- Read the questions carefully and answer ALL questions clearly, concisely and directly. The explanatory note below each question will help you understand what the judges are looking for.

"It sounds simple but genuinely just filling in each of the sections would have helped all the applicants."

"Answer every question in full; no short cuts or referring to another section etc."

- Bombarding the judges with more than one entry will hinder – not help – your chances. (For example, asking all your colleagues to nominate you!) The judges will only accept one nomination form per person, per category.
- Use the full word limit for each section but do not exceed it. The judges will ignore any words over the limit.

IT'S ALL IN THE DETAIL

- Detail is good - include examples and evidence. For instance, if you are writing, "We trialed a new kind of BMS", provide more detail about why doing that was exceptional or innovative, and ideally include some additional information about the system.

- Include supporting documentation where relevant, e.g., client references, customer feedback, performance appraisals, financial information, survey results, project descriptions, etc. Any information you provide will be treated confidentially.

- Quantified information (such as percentage improvements, dollars saved, etc) is gold.

“Don’t be afraid to attach lots of supporting documentation to endorse your nomination.”

- Steer clear of abbreviations or jargon – the judges may not know what you are talking about.
- If you’re entering the Service Provider of the Year Award, take time to demonstrate how you deliver outstanding value for money.
- If you’re entering the Young Achiever or FM of the Year Awards, be sure to explain how you support and represent the FM industry in NZ; for example, talk about your involvement in FMANZ committees and activities.

“We are looking for someone who is leading FM within and outside their organisation.”

DOUBLE-CHECK

- Read through your entry and double-check your grammar and spelling. Ask someone you trust to read over it too, to check it reads well and answers all questions clearly and fully.
- Provide details of at least one referee who the judges can contact.
- Finally, sign your declaration and email it to us at awards@fmanz.org by midnight on Sunday 2 May.

Good luck!