

Entry Kit for the 2019 Stevie® Awards for Great Employers

Complete instructions about how to prepare and submit nominations to the world's top honors for human resources professionals, the world's best organizations to work for, and the products, services, and suppliers who help to create and drive great places to work.



FOR GREAT
EMPLOYERS

Entry Kit for The 2019 Stevie® Awards for Great Employers

We invite your organization to submit nominations to the 2019 Stevie® Awards for Great Employers. This program recognizes the achievements of the world’s best employers, in a wide variety of categories for organizations, individual human resources teams and professionals, new products and services that help to create and drive great workplaces, suppliers to the industry, and more.

All organizations worldwide are eligible to submit nominations: large and small, public and private, for-profit and non-profit. Nominations may be submitted by individuals or organizations, and must be submitted in English.

The Stevie® Award trophy, the prize that is conferred in the Stevie Awards for Great Employers and all other Stevie Award programs, is one of the world’s most coveted prizes.

Many of the world’s largest and most famous companies have won Stevie Awards. Most of our winners each year are small and midsize companies that are still growing and building their brands, however.

This booklet explains how to prepare and submit nominations to the Stevie Awards for Great Employers. The first important step to entering is to review the categories and to choose the categories in which you’ll participate. There are many categories to choose from, including the following:

In these pages you will find explanations of the submission requirements for all of these categories, and an outline of how to submit your entries through our website at www.StevieAwards.com/HR. All of this information is also available on the website.

We hope your organization will submit entries to the 2019 Stevie Awards for Great Employers. Please don’t hesitate to contact us with your questions about how to participate.

Cordially,

Michael Gallagher
President
The Stevie Awards



Hear from the Stevie Awards president about the awards.

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Monitor Stevie® Awards Social Media for Updates to the Calendar



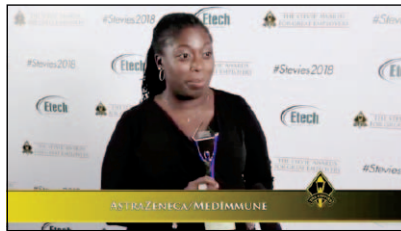
May 1	Early-bird entry deadline, with discounted entry fees
June 5	Final entry deadline
July 17	Last day to submit late entries with \$55/entry late fee
July 22 – August 12	Peer judging
July 22 – August 12	Public voting in the Employer of the Year categories
August 15	Finalists announced
September 20	Awards dinner, Marriott Marquis Hotel, New York City

FINAL DEADLINE EXTENDED TO AUGUST 7

What Some Past Stevie® Winners Say About Their Awards



Allianz Partners



AstraZeneca/MedImmune



Brillio



Cisco



Deutsche Telekom Services Europe GmbH



DreamHost



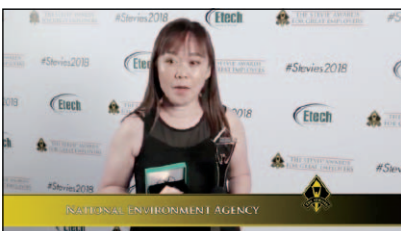
Etech Global Services



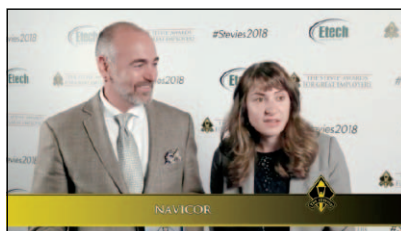
Follett Corporation



Globe Telecom, Inc.




National Environment Agency (Singapore)



NAVICOR



Tata Consultancy Services



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How the Stevie® Award Winners Will Be Determined

Judging of entries will be conducted over two months, from July to August, by judging committees focused on the main category groups. Judges will be both volunteers and invitees. Many of them will be past Stevie Award winners. (For more information about past and current judges, see the **Judges** section of the website.) Judges' average scores will determine the Stevie Award winners, with the exception of the Employer of the Year categories. In the Employer of the Year categories, winners will be determined by a unique blending of the average scores of the judges with the votes of the general public. Each public vote will add .001 points to the judges' average; that is, one full point will be added to the average score for every 1,000 votes received from the general public.

Finalists will be announced on August 15, and the Gold, Silver and Bronze Stevie Award placements will be revealed during an awards dinner in New York City on September 20.

Every category in which there is at least one nomination with a final average score of at least 7.25 out of a possible 10 will have a Gold Stevie Award winner. Otherwise, the nomination with the highest average score in a category will win the Gold Stevie Award trophy in that category. Every other nomination in the category with an average of at least 8.0 will win a Silver Stevie Award medal. Other nominations with an average score of at least 7.25 will win Bronze Stevie Award medals.

Grand Stevie Award Winners

A Grand Stevie Award trophy will be awarded to the organization with the highest overall point total in the awards. The winner will be determined by a points system based on the total number of awards won in the Stevie Awards for Great Employers, with a Gold Stevie win counting for 3 points, a Silver Stevie for 2 points, and a Bronze Stevie counting for 1.5. Points cannot be counted more than once in calculating the total (i.e., points won by an agency in its client's name cannot be counted a second time in the agency's name). A second Grand Stevie Award will be presented to the nomination with the highest average score from the professional judges.

How to Submit Your Entries

After you have chosen your categories and prepared your entries according to the requirements outlined on the following pages, do the following:

- 1 Visit the website at www.StevieAwards.com/HR and click on the "Submit your entries" link on the homepage.
- 2 Follow the instructions to login to your existing entry-submission account, or to create a new one.
- 3 Within your entry-submission account, follow the instructions to create and save your first entry.
- 4 Repeat the process as necessary to create and save additional entries.
- 5 When you've created all of your entries, go to the shopping cart in your account and click the Checkout button.
- 6 Review and agree to the Terms and Conditions of Entry, and choose to pay your entry fees by credit card, check, or wire transfer.

Helpful Videos



Lesson 1: 10 Reasons Your Organization Should Submit Nominations



Lesson 2: How to Choose Categories for Your Nominations



Lesson 3: Tips to Help You Prepare Great Nominations



Lesson 4: How Past Winners Have Benefited from the Awards

Entry Fees

	Submitted by May 1	Submitted by June 5	Submitted After June 5
Employer of the Year Categories	\$470	\$515	\$570
HR Achievement Categories	\$470	\$515	\$570
HR Individual Categories	\$245	\$290	\$345
Solution Provider Categories	\$470	\$515	\$570
HR Team Categories	\$470	\$515	\$570
New Product & Service Categories	\$470	\$515	\$570

Payment may be made by credit card, check or wire transfer. We accept American Express, Mastercard, and Visa. Payment by check must be made in U.S. dollars by check or draft drawn on a U.S. bank payable to Stevie Awards, Inc. Non-U.S. bank checks will be returned. Please note the name of the entering organization on your check or draft.

For wire transfers to our bank, write to help@stevieawards.com for instructions.

No refunds will be made after June 5, 2019.

Entry Kit for The 2019 Stevie® Awards for Great Employers

Categories

The following is a list of all categories in the Stevie® Awards for Great Employers. The categories are grouped by type. The submission requirements for each type of category are listed at the beginning of each group.

Employer of the Year Categories

These categories recognize the world's best employers since the beginning of 2018. Stevie Award winners will be determined by a unique blending of the votes of employees and the general public, and the scores of industry experts. Nominees in these categories will receive instructions about how to encourage their employees, customers, fans and followers to vote for them.

Information to be submitted online for entries in these categories in the 2018 competition include

- a. An essay of up to 625 words describing the nominated organization's achievements since the beginning of 2018. Focus on achievements since that date that have made your organization a great place to work. Make reference, where appropriate, to supporting materials attached to your entry that support your claims.
- b. Summarize in up to 10 bullet points (up to 150 words) the chief accomplishments of the nominated organization since the beginning of 2018.
- c. Add to your entry up to 10 webpage links and up to 10 document uploads to support your case to the judges. These might be press articles, press releases, videos, work samples, internal or external reviews, or employee feedback, for example.

A01. Employer of the Year - Accounting

A02. Employer of the Year - Advertising, Marketing, & Public Relations

A03. Employer of the Year - Aerospace & Defense

A04. Employer of the Year - Automotive & Transport Equipment

A05. Employer of the Year - Banking

A06. Employer of the Year - Business Services

A07. Employer of the Year - Chemicals

A08. Employer of the Year - Computer Hardware

A09. Employer of the Year - Computer Software

- a. Up to 250 Employees
- b. More Than 250 Employees

A10. Employer of the Year - Computer Services

A11. Employer of the Year - Conglomerates

A12. Employer of the Year - Consumer Products - Durables

A13. Employer of the Year - Consumer Products - Non-Durables

A14. Employer of the Year - Diversified Services

A15. Employer of the Year - Electronics

A16. Employer of the Year - Energy

A17. Employer of the Year - Financial Services

A18. Employer of the Year - Food & Beverage



- A19. Employer of the Year – Health Products & Services**
- A20. Employer of the Year – Hospitality & Leisure**
- A21. Employer of the Year – Insurance**
- A22. Employer of the Year – Internet/New Media**
- A23. Employer of the Year – Legal**
- A24. Employer of the Year – Manufacturing**
- A25. Employer of the Year – Materials & Construction**
- A26. Employer of the Year – Media & Entertainment**
- A27. Employer of the Year – Metals & Mining**
- A28. Employer of the Year – Non-Profit or Government Organizations**
- A29. Employer of the Year – Real Estate**
- A30. Employer of the Year – Retail**
- A31. Employer of the Year – Pharmaceuticals**
- A32. Employer of the Year – Telecommunications**
- A33. Employer of the Year – Transportation**
- A34. Employer of the Year – Utilities**
- A35. Employer of the Year – Other Industries**



HR Achievement Categories

These categories recognize specific achievements— individual, team, or organizational— since the beginning of 2018.

The information requirements for entries in these categories in the 2019 competition include:

- a. An essay of up to 625 words describing the nominated achievement(s). Describe for the judges the genesis, development, deployment, and results of the achievement(s) to date.
- b. Summarize in up to 10 bullet points (up to 150 words) the chief features and results of the nominated achievement(s).
- c. Add to your entry up to 10 webpage links and up to 10 document uploads to support your case to the judges. These might be press articles, press releases, videos, work samples, internal or external reviews, or employee feedback, for example.

B01. Achievement in Benefits Design and Administration


Recognizing notable single achievements, or a series of achievements, related to benefits design and/or administration since the beginning of 2018.

B02. Achievement in Compensation Design and Administration

Recognizing notable single achievements, or a series of achievements, related to compensation program design and/or administration since the beginning of 2018.

B03. Achievement in Diversity and Inclusion

Recognizing notable single achievements, or a series of achievements, related to workplace or workforce diversity and/or inclusion since the beginning of 2018.



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B04. Achievement in Employee Engagement

Recognizing notable single achievements, or a series of achievements, related to employee engagement or motivation since the beginning of 2018.

B05. Achievement in Employee Relations

Recognizing notable single achievements, or a series of achievements, related to employee relations since the beginning of 2018.

B06. Achievement in HR Technology

Recognizing notable single achievements, or a series of achievements, related to the design, development, deployment, and/or administration of HR-related systems or technologies since the beginning of 2018.

B07. Achievement in Human Resources Administration

Recognizing notable single achievements, or a series of achievements, related to the administration of an organization's total HR organization since the beginning of 2018.

B08. Achievement in Internal Communications

Recognizing notable single achievements, or a series of achievements, related to internal communications programs or campaigns since the beginning of 2018.

B09. Achievement in New Employee Onboarding

Recognizing notable single achievements, or a series of achievements, related to the onboarding, assimilation, and training of new employees since the beginning of 2018.

B10. Achievement in Recruitment

Recognizing notable single achievements, or a series of achievements, related to an organization's new-employee or executive recruitment efforts since the beginning of 2018.

B11. Achievement in Workforce Development and Learning

Recognizing notable single achievements, or a series of achievements, related to workforce learning or training since the beginning of 2018.

B12. Achievement in Workplace Design

Recognizing the design of workplaces that promote engagement, productivity, and employee wellbeing. There is no eligibility timeframe for this category — it doesn't matter when the workplace's current design or configuration was established.

- a. for up to 10 employees
- b. for up to 100 employees
- c. for more than 100 employees — single location
- d. for more than 100 employees — multiple locations

B13. Achievement in Workplace Health & Wellbeing

Recognizing notable single achievements, or a series of achievements, related to an organization's efforts to promote and protect workforce health and wellbeing since the beginning of 2018.

B14. Achievement in Workplace Safety & Compliance

Recognizing notable single achievements, or a series of achievements, related to an organization's programs to promote workforce compliance and workplace safety since the beginning of 2018.



B15. Best CSR Strategy

A new category for 2019. Recognizing organizations that have embedded corporate social responsibility throughout the organization, in particular through its people. Entrants should demonstrate the role HR has played in the strategy and execution of CSR initiatives since the beginning of 2018.

B16. Best Leadership Development Program

A new category for 2019. Recognizing organizations for their leadership development programs and initiatives since the beginning of 2018.

B17. Best Learning & Development Strategy

A new category for 2019. Recognizing organizations' learning and development strategies, developed or deployed since the beginning of 2018, that invest effectively in the development of their people across an entire organization. Entrants should include details about the business need, what the strategy entails, and how it was communicated to the workforce.

B18. Best Reward & Recognition Strategy

A new category for 2019. Recognizing organizations' for their work since to beginning of 2018 to closely align a benefits, reward and/or recognition strategy to business objectives in order to incentivize and enhance productivity. Examples of initiatives that could be entered in this category include: the introduction of a new approach to benefits, a new employee and team recognition strategy, impressive work around reducing a gender pay gap, or the introduction of a new pay structure that's achieved strong results in terms of productivity, attraction and/or retention.

B19. Best Talent Management Strategy

A new category for 2019. Recognizing talent management strategies developed or deployed since the beginning of 2018. Entrants should give details of how their organization defines and spots talent, where responsibility for managing talent sits, how they deliver appropriate development opportunities, and how they monitor and measure the success of implementation and outcomes.

B20. Best Use of People Analytics

A new category for 2019. Recognizing organizations for their use of people analytics since the beginning of 2018 to drive the development of business strategy.

B21. Best Youth Employment Strategy

A new category for 2019. Recognizing organizations that have gone above and beyond in creating a youth employment strategy that offers opportunities to young people from a range of backgrounds. Strategies could include apprenticeships, traineeships, graduate schemes, internships, and work experience programs.

B22. Leading Transformation Award

A new category for 2019. This category covers organizations that have completed a successful people-focused business transformation program. Areas that will be assessed include making the business case for change, its communication, implementation, and measurement. Entries can include those where external interim resources have been brought in to achieve a positive outcome and successful merger and acquisition programs.

B23. Most Innovative Deployment of HR Technology

A new category for 2019. Recognizing organizations for their use of technology, since the beginning of 2018, to move HR forward. It could be via the application of HR software and analytic systems, online recruitment, or an e-learning program.

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HR Individual Categories

These categories recognize the achievements of individual professionals since the beginning of 2018.

Information to be submitted online for entries in these categories in the 2019 competition include:

- An essay of up to 625 words describing the nominated individual's achievements since the beginning of 2018. Focus on achievements since that date. Make reference, where appropriate, to supporting materials attached to your entry that support your claims.
- Summarize in up to 10 bullet points (up to 150 words) the chief accomplishments of the nominated individual since the beginning of 2018.
- Add to your entry up to 10 webpage links and up to 10 document uploads to support your case to the judges. These might be press articles, press releases, videos, work samples, internal or external reviews, or employee feedback, for example.

C01. People-Focused CEO of the Year

Recognizing the top organizational executives who best demonstrate a commitment to making their organizations great employers.

C02. Chief Human Resources Officer of the Year

Recognizing the achievements of organizations' top human resources executives.

C03. Chief Happiness Officer of the Year

Recognizing the achievements of executives who focus on the happiness and wellbeing of organizations' employees.

C04. Chief Learning Officer of the Year

Recognizing the achievements of executives who focus on the training and skills- and knowledge-advancement of organizations' employees.

C05. Human Resources Executive of the Year

Recognizing the achievements of HR executives at the VP level or higher.

C06. Benefits or Payroll Professional of the Year

Recognizing the achievements of individual professionals in benefits or payroll administration.

C07. Compliance & Safety Professional of the Year

Recognizing the achievements of individual professionals in the design and delivery of compliance and workplace safety programs.

C08. Employee Relations Professional of the Year

Recognizing the achievements of individual employee relations professionals.

C09. Human Resources IT Professional of the Year

Recognizing the achievements of individual professionals in HR systems development, installation, and maintenance.



C10. Human Resources Professional of the Year

Recognizing the achievements of non-executive HR professionals.

C11. Internal Communications Professional of the Year

Recognizing the achievements of individuals who specialize in internal communications.

C12. Learning or Training Professional of the Year

Recognizing the achievements of individual professionals in training or corporate learning.

C13. Onboarding Professional of the Year

Recognizing the achievements of individual professionals who work in new employee orientation and assimilation.

C14. Recruiting or Talent Acquisition Professional of the Year

Recognizing the achievements of individual recruiters.

C15. Rising HR Star of the Year

A new category for 2019. Recognizing the achievements of human resources professionals under the age of 30.

C16. Technical Recruiting Professional of the Year

Recognizing the achievements of individual technical recruiters.



 **Solution Provider Categories**

These categories recognize the achievements, since the beginning of 2018, of the providers of solutions that help to create and drive great places to work.

The information requirements for entries in these categories in the 2019 competition include:

- a. An essay of up to 625 words describing the nominated organization’s achievements since the beginning of 2018. Focus on achievements since that date. Make reference, where appropriate, to supporting materials attached to your entry that support your claims.
- b. Summarize in up to 10 bullet points (up to 150 words) the chief accomplishments of the nominated organization since the beginning of 2018.
- c. Add to your entry up to 10 webpage links and up to 10 document uploads to support your case to the judges. These might be press articles, press releases, videos, work samples, internal or external reviews, or employee feedback, for example.

D01. Business Acumen & HR Strategy Solution Provider of the Year

Recognizing the achievements of providers to the industry of solutions for diversity services, management consulting, outplacement, outsourcing, and relocation, among others.

D02. Employee Relations Solution Provider of the Year

Recognizing the achievements of providers to the industry of solutions for arbitration/mediation/dispute resolution, awards and motivation, employee engagement, performance appraisal and management, and employee surveys, among others.

D03. Global HR Solution Provider of the Year

Recognizing the achievements of providers to the industry of solutions for cultural awareness/cultural competence, global employment law, global outsourcing, and global relocation, among others.

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D04. Health, Wellness and Safety Solution Provider of the Year

Recognizing the achievements of providers to the industry of solutions for drug and alcohol treatment or testing, health promotion, recreation, safety, security, or wellness, among others.

D05. HR Technology Solution Provider of the Year

Recognizing the achievements of providers to the industry of solutions for human resources-related systems, software or analytics.

D06. Leadership or Skills Development Solution Provider of the Year

Recognizing the achievements of providers to the industry of solutions for assessment tools, certificate programs, distance learning, leadership development, or training materials, among others.

D07. Talent Acquisition & Retention Solution Provider of the Year

Recognizing the achievements of providers to the industry of solutions for applicant assessment or tracking, background investigations, executive search, recruitment, recruitment advertising, or temporary staffing, among others.

D08. Total Rewards Solution Provider of the Year

Recognizing the achievements of providers to the industry of solutions for child or dependent care, insurance, pensions/retirement benefits, and wage and salary administration, among others.



HR Team Categories

These categories recognize the achievements of HR-related teams since the beginning of 2018.

The information requirements for entries in these categories in the 2019 competition include:

- An essay of up to 625 words describing the nominated team's achievements since the beginning of 2018. Focus on achievements since that date. Make reference, where appropriate, to supporting materials attached to your entry that support your claims.
- Summarize in up to 10 bullet points (up to 150 words) the chief accomplishments of the nominated team since the beginning of 2018.
- Add to your entry up to 10 webpage links and up to 10 document uploads to support your case to the judges. These might be press articles, press releases, videos, work samples, internal or external reviews, or employee feedback, for example.

E01. Benefits or Payroll Administration Team of the Year

Recognizing the achievements of benefits and/or payroll administration teams since the beginning of 2018.

E02. Compliance or Safety Team of the Year

Recognizing the achievements of compliance or safety teams since the beginning of 2018.

E03. Employee Relations Team of the Year

Recognizing the achievements of employee relations teams since the beginning of 2018.

E04. Engagement/Happiness Team of the Year

Recognizing the achievements of employee engagement/happiness teams since the beginning of 2018.

E05. HR IT Team of the Year

Recognizing the achievements of human resources IT teams since the beginning of 2018.

E06. Internal Communications Team of the Year

Recognizing the achievements of internal communications teams since the beginning of 2018.

E07. Learning/Training Team of the Year

Recognizing the achievements of learning or training teams since the beginning of 2018.

E08. Onboarding Team of the Year

Recognizing the achievements of onboarding or orientation teams since the beginning of 2018.

E09. Recruiting or Talent Acquisition Team of the Year

Recognizing the achievements of recruiting or talent acquisition teams since the beginning of 2018.

E10. Human Resources Team of the Year—Other

Recognizing the achievements of HR teams, since the beginning of 2018, that are not addressed by one of the other HR team categories.

 **New Product & Service Categories**

These categories recognize HR-related products and services first issued to the marketplace since the beginning of 2018. Both brand-new and new-version products are eligible.

The information requirements for entries in these categories in the 2019 competition include:

- a. An essay of up to 625 words describing the nominated product or service: its benefits, features, functions, and sales results to date.
- b. Summarize in up to 10 bullet points (up to 150 words) the chief benefits, features, and functions of the nominated product or service.
- c. Add to your entry up to 10 webpage links and up to 10 document uploads to support your case to the judges. These might be press articles, press releases, videos, or images, for example.

SOFTWARE

- F01. 360 Degree Feedback Solution - New**
- F02. 360 Degree Feedback Solution - New Version**
- F03. Applicant Assessment or Tracking Solution - New**
- F04. Applicant Assessment or Tracking Solution - New Version**
- F05. Attendance Tracking Solution - New**
- F06. Attendance Tracking Solution - New Version**
- F07. Benefits Management Solution - New**
- F08. Benefits Management Solution - New Version**
- F09. Compensation Management Solution - New**



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- F10. Compensation Management Solution - New Version**
- F11. Course Authoring Solution - New**
- F12. Course Authoring Solution - New Version**
- F13. Employee Engagement Solution - New**
- F14. Employee Engagement Solution - New Version**
- F15. Employee Recognition Solution - New**
- F16. Employee Recognition Solution - New Version**
- F17. Employee Scheduling Solution - New**
- F18. Employee Scheduling Solution - New Version**
- F19. HR Reporting Solution - New**
- F20. HR Reporting Solution - New Version**
- F21. Human Capital Management Solution - New**
- F22. Human Capital Management Solution - New Version**
- F23. Human Resource Information System - New**
- F24. Human Resource Information System - New Version**
- F25. Human Resource Management System - New**
- F26. Human Resource Management System - New Version**
- F27. Job Board Solution - New**
- F28. Job Board Solution - New Version**
- F29. Learning Management Solution - New**
- F30. Learning Management Solution - New Version**
- F31. Onboarding Solution - New**
- F32. Onboarding Solution - New Version**
- F33. Payroll Management Solution - New**
- F34. Payroll Management Solution - New Version**
- F35. Performance Appraisal Solution - New**
- F36. Performance Appraisal Solution - New Version**
- F37. Performance Management Solution - New**
- F38. Performance Management Solution - New Version**
- F39. Self-Service HR Solution - New**
- F40. Self-Service HR Solution - New Version**
- F41. Talent Management Solution - New**
- F42. Talent Management Solution - New Version**
- F43. Time and Expense Solution - New**
- F44. Time and Expense Solution - New Version**
- F45. Workforce Management Solution - New**
- F46. Workforce Management Solution - New Version**



TRAINING PROGRAMS OR MEDIA

May be blended, instructor-led, microlearning, video or web-based.

- F50. Brand Training**
- F51. Compliance Training**
- F52. Consumer Education Training**
- F53. Diversity or Sensitivity Training**
- F54. Interpersonal Skills Training**
- F55. Leadership Training**
- F56. Literacy Training**
- F57. Managerial Training**
- F58. New Hire Training**
- F59. Problem-Solving Training**
- F60. Product Training**
- F61. Professional or Legal Training**
- F62. Quality Training**
- F63. Safety Training**
- F64. Sales Training**
- F65. Skills Training**
- F66. Systems Training**
- F67. Technical Training**
- F68. Other**



CURATED TRAINING PLATFORM OF THE YEAR

- F70. Consumer**
- F71. Industrial/Technical**
- F72. Managerial/Professional**
- F73. Technology**
- F74. Other**



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10 Reasons Why You Should Enter

1. Entering the Stevie® Awards for Great Employers is a cost-effective way to thank and honor your valued employees and to build or burnish your organization's brand.
2. The entry fees are nominal compared to the publicity boon your firm can reap when you become a Stevie winner.
3. Small organizations have just as much chance to win a Stevie as big companies do. Every year, world-famous companies such as AT&T, IBM, Samsung, and Turkish Airlines are joined in the winners' circle by small and medium-size organizations that are still building their brands.
4. There are scores of categories to recognize achievement in every facet of the workplace, from the executive suite to the training room.
5. If you're a solution provider or product marketer, your work will be reviewed and honored by potential *clients*, not just your competitors.
6. Many of the world's top business executives will review your nominations during the judging process, and you'll have access to all of their comments about your entries — an invaluable resource.
7. We'll promote your win across our web site and media. We get more than 70,000 visitors to our site every month, have more than 30,000 weekly email newsletter subscribers, and many thousands of Facebook, LinkedIn, and Twitter followers.
8. When you win a Stevie Award you'll get to make a **30-second acceptance speech**... before an audience of executives from around the world... during an internationally-broadcast awards dinner.
9. The Stevie Award is one of the world's most coveted prizes. It was designed by the company that makes the Oscar® and other major awards.
10. As a winner you'll get a range of **free tools** that you can use to promote your award.



Entry Preparation Tips

1. Write Your Entries Before Submitting Them

Write your entries offline, so that you have a permanent record of them. It will then take just a few minutes to submit them through our easy-to-use online submission system. Don't write your entries spontaneously online — if something goes wrong with your computer or there's a momentary glitch in our online system, your work may be lost.

2. Include Supporting Materials and Links

For most categories, attaching supporting files or web URLs to your entries is optional. But we strongly recommend that if you have no other materials to append to your entry, you at least provide the URL to your organization's website, so that the judges have access to some additional, basic information about your organization.

3. Focus on Achievements During the Eligibility Period

The eligibility period for the 2019 Stevie® Awards for Great Employers extends from January 1, 2018 through July 17, 2019 (the last day that entries will be accepted). While your entries may make reference to achievements from before this period, they should focus extensively on achievements during the eligibility period. The judges will not give high scores to your entries if they don't.

4. How to Submit Entries for Multiple Clients

If you're a PR or marketing agency and you want to submit entries on behalf of multiple clients, you don't have to create separate entry-submission accounts in our online system for each client. Instead, create one account in your agency's name, with your agency's contact information and description in the account. Then begin each entry's title with the name of the client; for example, "ABC Company: Jane Smith, CEO" or "XYZ Company: The XYZ Company Website." That will be our cue that you intended to submit the entries in your clients' names, and we'll know that if they're recognized as Stevie winners the awards should be presented to your clients, not your agency.

5. Test Your Links


If you include links to online videos, images, or other supporting materials with your entries, test your links before you submit your entries. Preview an entry before you submit it, and click your links in it to ensure that they are valid and will present to the judges the content you would like them to see.

6. Video Entries and Other Media Materials

When you attach materials to your entries for judges' review, consider that judges have only a few minutes to review and rate each entry. They do not have time to wait many minutes to download materials from Hightail, Dropbox, Box.com, or similar services. Your attachments should be directly downloadable and immediately accessible to judges. If you want the judges to review a video, we prefer that you provide a link to a hosted version on YouTube, Vimeo, or a similar service that will begin to play instantaneously when a judge wants to access it. If you absolutely cannot do that, we encourage you to upload your video file to our server.

7. Giving Titles to Your Entries

When titling your entries it is not necessary to include the category name in the title — the category will be very apparent to judges when they review your entries. When titling the nomination of an individual person, the ideal title is just the person's name and job title, such as "Jane Doe, President." Unless you have other text that qualifies the nomination in a meaningful way, keep it simple.



Entry Kit for The 2019 Stevie® Awards for Great Employers

Rules and Terms & Conditions of the Competition

The following are the terms and conditions of entry to the 2019 Stevie® Awards for Great Employers. By submitting entries to the competition you assent that you have read and agree to abide by these terms and conditions.

Entry Fees

Entry Fees differ per category and are listed on **Entry Fees** section. Entry fees must be paid before entries will be submitted to judges for review.

You may withdraw one or more entries from the competition and receive a refund of entries fees paid for those entries through June 5, 2019. After that date entries may still be withdrawn, but no refunds will be issued. If for extraordinary circumstances after June 5 we must submit your entries for judging before entry fees are paid, your entries will be nonrevokable and entry fees will be payable.

Acceptance of Stevie Awards Correspondence

Every entrant has a designated point of contact: a person with whom we communicate about the disposition of entries submitted. We will send regular email correspondence to your organization's point of contact, especially after Stevie Award finalists are announced in August 2019. Your organization's point of contact agrees to:

Whitelist the email address help@stevieawards.com, from which most of our email correspondence will come

Read all email correspondence from us promptly and respond as requested or required

Maintenance of Your Entry Account Information

Your organization's entry-submission account on the Stevie Awards for Great Employers website, through which your entries are submitted, will contain the contact information for your point of contact, including that person's name, postal mailing address, email address, and telephone number. Your organization's point of contact agrees to maintain the information in this entry-submission account and update it if and when necessary.

Final Decision

In the event of a dispute as to the category in which an entry(s) will be judged, the decision of the Stevie Awards staff will prevail. Judges may recommend that an entry be switched to a different category, and at their discretion Stevie Awards staff may change an entry's category.

Disposition of Submitted Materials

Any offline materials submitted as part of your entries will not be returned.

Payment of Shipping Fees

Stevie Award winners who are not represented at the September 20, 2019 awards dinner in New York to accept their award(s) will be assessed a shipping fee for their award(s). Only sponsors and honorary nominees will not have to pay shipping fees. Shipping fees payable will be as follows:

Stevie Award Winners in the U.S.A.

- U.S. \$30 per Gold Stevie Award trophy
- U.S. \$12 per Silver or Bronze Medal

Stevie Award Winners in Canada

Trophies will be shipped by FedEx International Ground and fees include customs fees and taxes

- U.S. \$50 per Gold Stevie Award trophy
- U.S. \$22 per Silver or Bronze Medal

Stevie Award Winners in All Other Nations

Trophies will be shipped by FedEx International Economy or DHL Express and fees include customs fees and taxes

- U.S. \$300 per Gold Stevie Award trophy
- U.S. \$30.00 per Silver or Bronze Medal

If you are liable to pay shipping fees, they will be automatically charged to the credit card to which entry fees were charged, approximately 10 days after the awards banquet, unless you first provide us with an alternate means of payment. Your organization's point of contact with us will receive an email in advance of the charge, noting the date that the charge will be made. If entry fees were not charged to a credit card, you will be invoiced for your shipping fees and payment is due upon receipt of your invoice. That invoice will be emailed to your point of contact.

Non-payment of shipping fees is not an option: if you submit entries to the Stevie Awards for Great Employers, you agree to pay the fees due if any awards you win are not accepted at the September 20 awards dinner in New York. You may not opt out of paying them by asking to not receive your awards.

See the section headed **Maintenance of Your Entry Account Information**. We reserve the right to charge you shipping fees twice if your award shipment is returned to us because the shipping address in your entry-submission account is wrong, or you otherwise did not provide us with an alternate shipping address, and your awards are returned as undeliverable to us or to one of our award manufacturers.

Publication of Stevie-winning Entries

The full-text of Gold Stevie Award-winning entries will be published on Stevie Awards for Great Employers web site approximately 90 days after the awards dinner. Gold Stevie Award winners will be given the opportunity to redact any confidential or non-public information from their entries before publication. If you should have one or more Gold Stevie Award-winning entries in the 2019 Stevie Awards for Great Employers, you agree to respond promptly to our request for edits or redactions to those entries before publication.

Failure to comply with these Terms & Conditions will render your entries ineligible. Entry fees will not be refunded.

Resources to Help Prepare Your Entries

Most public relations agencies and independent practitioners have experience writing Stevie Awards entries. If you don't have the time to prepare, write and submit your International Business Awards® entries, we suggest you turn to a PR pro to help you.

There are also several communications professionals who specialize in writing Stevie Awards entries. Four we can recommend are:

Susan Lewis,
slewis@pairelations.com

Melissa Sones,
melissasonesconsulting@gmail.com

Martha Hooper,
martha.hooper@hooperconsultinginternational.com

Award Winning Accelerator
Lauren Clemett & Annette Densham
info@awardwinningaccelerator.com



The Stevie® Award

The Stevie Award trophy is one of the world's most coveted prizes. Since 2002 the Gold Stevie Award has been conferred for achievement in business to organizations and individuals in more than 60 nations.

The name Stevie is taken from the name Stephen, which is derived from the Greek for "crowned."

The crystal pyramid held aloft by Stevie represents the hierarchy of human needs, a system often represented as a pyramid that was developed in the 1960s by psychologist Abraham Maslow, who observed that after their basic needs are met, human beings seek the esteem of their peers.



FOR GREAT
EMPLOYERS

| USA Headquarters

The Stevie Awards
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Telephone: +1 703-547-8389 Fax: +1-703-991-2397 Email: help@stevieawards.com
www.StevieAwards.com

The Stevie Awards have representatives in a number of countries around the world who can answer your questions about the awards. Find the list of them [here on the website](#).

