

Awards of Excellence FAQs

Q. I want to nominate a project that will not be complete by the December 15 deadline. Can I still nominate?

A. Yes, if the majority of the project is complete by the December 15 deadline, and you are able to give specific examples of the following:

- Significant financial improvement; or
- Obstacles that were overcome to complete the achievement; and
- Positive impacts on other functions of the organization; and
- To what extent the achievement advanced one or more of the corporate strategic objectives.

If a project is not yet fully complete, but you are able to fully describe the items above and support your nomination with measurable results and deliverables, you should nominate. Having said that, if a project is not yet complete and you are unable to describe any measurable results from the project, it would be best to submit in 2016 when more information is available to you.

Q. The individual that I'm nominating, no longer reports to me. Can I still nominate them, or does their new manager need to submit the nomination?

A. As a manager, you may nominate any individual or team for an award throughout the organization, even if they do not directly report to you. Though not required, as a courtesy you may want to communicate your intention to nominate with the new manager.

Q. I'd like to nominate members that contributed to a confidential project. Am I able to do this?

A. Confidential projects may be submitted for an award only after the project is complete and made public. If this criteria has not been met, it is best to wait for a 2016 nomination.

Q. Do I have to inform a colleague that I am nominating them?

A. This is a personal choice. If you'd like to personally inform a colleague that you plan to nominate them for an award, you should. Note that all nominees will receive an email alerting them that they have been nominated for an award.

Q. I have observed exceptional work that I'd like to nominate for an award, but I am not familiar with the intricate details associated with the project. Can I still nominate?

A. In this instance, it may be beneficial to reach out to the project lead to gather more information. Take a moment to review the [nomination form](#) to determine what information you need. Remember, your nomination should answer all required fields fully, with as much information as possible.

Q. I'm not a manager, but I'd like to nominate an individual or a team. How do I do that?

A. You can speak with your manager about the proposed nomination, or, you can speak to the manager for that individual or team about the proposed nomination and they can nominate on your behalf.

Q. Who can I speak to if I still have questions?

A. You can send your inquiries directly to AwardsofExcellence@siigroup.com and a member of the team will get back to you as soon as possible.