

KKF Corporate Recognition Application Online Nomination and Selection System

Do you process nominations for corporate recognition awards from all over the world, using time-consuming meetings, spreadsheets, emails, and piles of paper to track and select your award winners? If you do, our system should save time and money for you and your executives.

Streamline your nomination and selection process for thought leadership, achievement, and excellence awards. Our online tool standardizes a global nomination process for achievement awards and simplifies the task of reviewing the nominations at all levels.

Who Benefits from This System

This application is suitable for all corporate-wide achievement awards, as well as recognition programs within functional areas, including sales, marketing, engineering, customer services, manufacturing, quality, and human resources. Nominations can even extend to

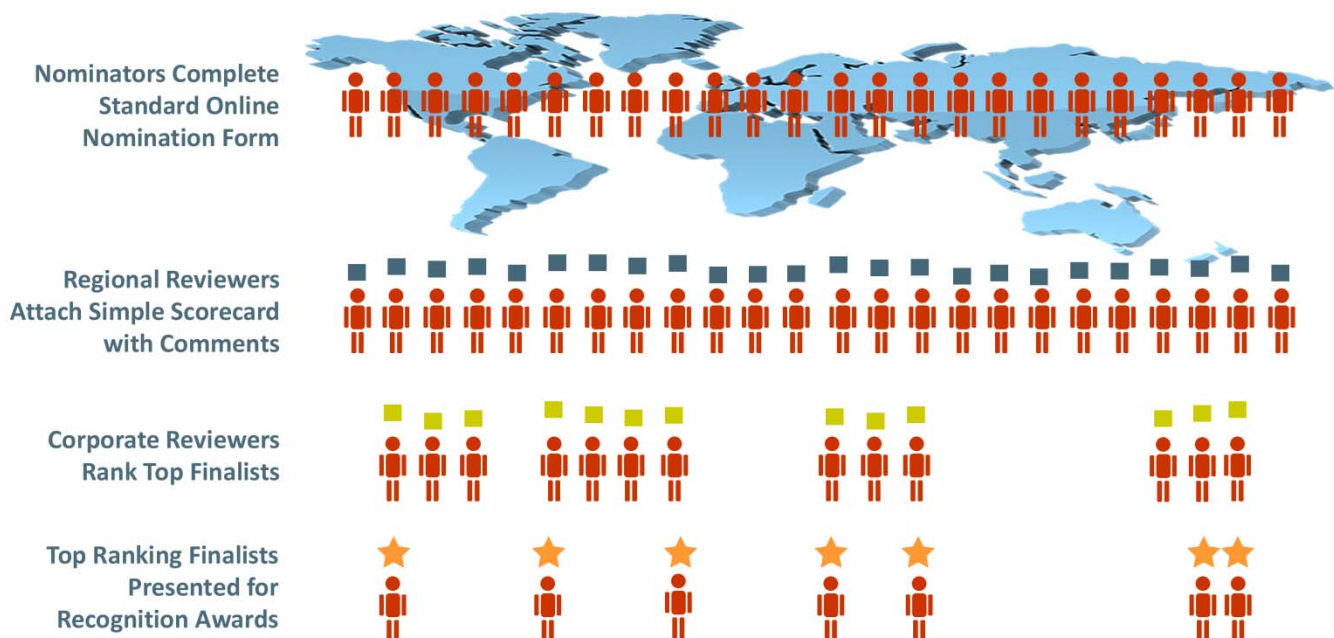
customers, sales channels, and suppliers. Award descriptions, nomination forms, and scorecards are easily customized to meet the specific needs of any group or organization.

An Overview

The following diagram illustrates how the system works.

1. Nominations are made from anywhere in the world via a standardized online form.
2. Regional reviewers attach a scorecard – containing predetermined criteria – and score each nominee.
3. A review panel – representing both region and corporate – rank the highest scoring achievers.
4. And *voila*, the system rolls up both rankings and scores to list the top candidates for each award.

Where we really help is when you multiply each nominee in the diagram by 10, 100, or even a 1,000.



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communications, interactive web applications, content generation

Our Process

Nominations are submitted using a standardized online form that's tailored to meet the needs of the specific business. The intuitive scorecard—also adapted to the business—lets reviewers rate each nomination on specific criteria. These reviewer scores are rolled up into one total score.

Executives making final rankings have access to the entire nomination form and all reviewer scores and comments.

A Secure System for Nominations

Recipients are nominated for awards by any person, who securely signs up to submit nominations and supplies a predefined location code.

Nomination Form

In addition to basic information about the nominee, the standardized nomination form contains three or four open-ended statements as to why the nominee should receive this award. A brief bio could be required. The nominee's photo can be attached, as well as PDF files and web links that support the nomination.

Nominees may be nominated and scored separately for different awards, using the same nomination form.

Reviewers

Reviewing awards can be assigned by category or location to either review teams or individual reviewers. Each reviewer has access to all scores and comments made by other reviewers.

Reviewers sign into a "Judging" site, which contains their list of nominees to score. Upon reviewing each nomination against the requirements of the recognition award, they rate the nominee in four or five criteria on a 6-point scale and add comments.

Scoring

All criteria scores are rolled up into a total score; and scorecards from multiple reviewers are combined into a total reviewer score.

When a criterion is important, it, too, can be ranked just like the total score, in order to identify top candidates in that criterion.

Final Ranking

Candidates with the combined highest reviewer scores are presented to a select final review team (i.e., C-level executives), who, in turn, review these nominations and rank them as first, second, third, fourth, fifth, etc.

The final review team's ranking scores are combined, resulting in identifying the nominees who best deserve the recognition awards.

Presenting Awards

Using this process, award presentations can be made by drawing upon the wealth of accumulated background information (i.e., Joe received this award because of Hank's reasons for nominating Joe along with any pertinent reviewer comments). The nominee's photo should already be attached.

The System

The system handles any number of globally-located nominees and accommodates multiple recognition awards. It includes:

- A password-protected standalone secure domain
- A centralized program administration site
- Coordination with the IT department
- An online help facility

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