

Nomination Instructions

Nominating someone for a Chairman's Award is simple but is best done with careful thought and preparation. You may contact us at chairmansaward@acosta.com at any point if you have questions or problems. To nominate an associate or team, you will complete a wizard-based process comprised of the following steps:

1. **Start from the Chairman's Award website.** Visit www.Acosta.com/ChairmansAward and follow the instructions to identify the appropriate nomination link for your nomination. You will be taken either to an internal or external Chairman's Award application.
2. **Identify yourself.** All nominators using the external site will be prompted to provide their name, title, contact information and company affiliation. Nominators must be a single individual. We do not allow anonymous nominations.
3. **Identify the associate(s) you are nominating.** A nomination may be comprised of an individual or team of any size, but you will be asked to provide the first and last name of each team member. We cannot accept team names or generalities such as "West Support Team." We will contact you if we have any questions with the name(s) you enter.
4. **Provide a 400-character summary.** This summary is shorthand for the entire nomination, and is used to quickly describe what the individual or team has done to earn a nomination.
5. **Tell us what your nominee(s) did to earn the award.** You will be prompted to answer a series of questions that provide detail about the nominee's/nominees' accomplishments. The Chairman's Award is a highly competitive recognition program. Generally, the more specific and detailed information you provide, the better the nomination will fare during judging. The judges also look for evidence that the nominee(s) embraced and exemplified Acosta's values, and performed *above and beyond* the scope of their job. This evidence may come in the form of sales results, performance indicators or other concrete metrics clearly defined in the nomination write-up.

The nomination application does have character count and time limits. So, it may be helpful for you to download and complete the "Sample Nomination Form" beginning your nomination. We cannot accept attachments nor do the judges evaluate additional input that is provided via email or other methods.

For nominations created in the Chairman's Award application: You have the option to save your work and return later to complete the nomination. Simply follow the instructions displayed on the screen during this step of the nomination process. (This option does not apply to nominations created via the third party nomination form.) Once a nomination is submitted, you no longer have the ability to edit it.

6. **Assign a value.** The Chairman's Award is founded on the principle that, when associates demonstrate the Company's core values (balance, innovation, integrity, people, results, teamwork and trust), the Company and its clients and customers benefit. We ask that you select a value or values that are demonstrated in your nomination. It may be helpful for you to reference our "Values Criteria" document before selecting a value. If you still aren't sure, feel free to contact chairmansaward@acosta.com for advice.

7. **Review your nomination carefully.** You have the opportunity to review your submission for completeness and accuracy, and return to any previous section without losing your work. Make sure your write-up is complete, free of typos and other errors, and just as you want it before you submit it. Once a nomination is submitted, you no longer have the ability to edit it.
8. **Submit.** Once you have reviewed your nomination and made any necessary changes, you may submit it.
 - If you created your nomination via the Chairman's Award application, you will receive an immediate email confirmation that gives you a record of your nomination and instructions on how to contact us if you have any questions. You will receive a second email confirmation when your nominee's/nominees' supervisor has approved your nomination. You will not receive any additional communications about your nomination until the winners are announced on Sept. 27, 2017; however, rest assured that your nomination is being reviewed and evaluated for a Chairman's Award.
9. **For Acosta associates only:** Acosta associates who nominate using the internal Chairman's Award application may click on the "My Nominations" tab at any time to view the nomination(s) they have created.