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| Process | Digitisation notes |
| Stage 1 | |
| Nominations open  Form accessible on the intranet for staff to download and complete | Nil |
| Nomination is developed   * Nomination is drafted offline using template provided   + Nomination may be sent to the nominees Communications Partner to review, provide feedback/ guidance   + Nominations is sent back from Communication to nominee with feedback * Manager/ Team Lead reviews and provides edits * Divisional Director or Executive Director reviews, edits and endorses | Nil |
| Nomination is submitted (touch point one)   * Nomination form is submitted via Microsoft forms with the nomination form attached.   + Complete form with following questions asked: Nomination category, nomination name, division or directorate, primary contact for nomination, primary contact title, primary contact email address, primary contact phone number, nomination summary (max 70 words). | * The current process is a Word document submitted via email * Want to move towards a digital nomination but there needs to be a mechanism to approve/reject nominations to move to the next stage   + Rejected submissions need to have feedback attached so the nomination can be resubmitted * Second-stage approvals with accept/reject potential |
| Communications Team assesses nomination (touch point two)   * Accepts the nomination: An email is sent advising the nominee that their nomination has been accepted * Provides feedback: Advises that the nomination requires more detail/ data, may be better suited to an alternative category.   + Primary contact receives an email from communications team advising that some additional changes should be made before   + Primary contact accepts advice provided and makes changes.     - The nomination is endorsed again by Divisional or Executive Director.     - Primary contact resubmits nomination form     - Nomination is accepted. Primary contact receives email from communications team advising that their nomination has been accepted.   + Primary contact rejects suggested advice and advises communication team of this     - Nomination is accepted. Primary contact receives email from communications team advising that their nomination has been accepted. | * Approved nominations received * Nominations need to be able to be filtered to different users for approval * Collect and store mandatory submission information |

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| Stage 2 | |
| Nominations submitted to judging panel (touch point three)   * Each judging panel (twelve) receives access to all submissions for their award category along with the judging matrix   + Each category has a OneDrive page with Nomination, Division/Directorate and summary of nomination on the page, with a link to completed nomination form. * Judging panels read each nomination submission and assess it against the judging matrix, providing an overall score for the nomination | * Collate, store and display submissions to the judging panel * Information only available to judging panels * SharePoint site? |
| Nomination results submitted (touch point four)   * Judging panels submit their results for each nomination (using the judging matrix or a Microsoft form) in their award category. * Communications team assess all results and provide results for each category to judging panel   + Provide a score for each nomination – by calculating total results submitted by the judging panel. | * Judges can vote |
| Judging panel meets to discuss results and select finalists   * Top 5 nominations are discussed by panel. As a team they score each nomination and select *three finalists,* including *one winner.*   + The nomination will the highest score is selected as the winner   + The second and third highest score are finalists   + In the instance that there is a draw, the panel must revote. There can only be winner and three finalists (inclusive of winner)   OR (this follows ‘Nominations submitted to judging panel’)  Judging panel meets to submit results and assess nominations   * Top 3-4 nominations are provided by each of the (four) judging panel members so the panel can select the top five nominations to discuss and consider to select *three finalists,* including *one winner.* * Judging panel discuss shortlisted nominations and as a group score each nomination.   + The nomination will the highest score is selected as the winner   + The second and third highest score are finalists   + In the instance that there is a draw, the panel must revote. There can only be winner and three finalists (inclusive of winner) |  |
| Finalists are announced to all staff (touch point five)   * Bulletin sent to all staff announcing our 2025 NALHN Staff Award finalists with link to intranet page * Intranet page promotes each finalist team with a summary of their nomination * Short story in Weekly Wrap * Private Facebook group | Nil |
| All primary contacts are notified of their nominations results (touch point six)   * Not successful: are notified that they have not been successful with their nomination this year but please to consider nominating in future years when their project/ initiative might have further data etc… * Successful: congratulated on becoming a finalist. As a finalist they need to:   + Select six representatives to attend the 2025 NALHN Staff Awards Ceremony   + Book a time to have photos taken for promotional purposes   + Review their nomination name and summary as this is how it will appear in the booklet on the night and all promo materials | * All nominees receive an email to say they have been nominated or not * Form sent to those that have for completion so we can progress with next steps * Booking times for videos/photos * Submit and confirm details for promotional materials |

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| Stage 3 | |
| Finalists information for the Staff Awards Ceremony (touch point seven)   * Finalists receive an email providing information on what to expect on the night:   + What to do if they are announced as a winner   + Photography required of winners and finalists * What to do if someone in their team is unable to attend | ???? |
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