



AWARD NOMINATION GENERAL INSTRUCTIONS

Instructions for Self-Nomination as an EP, EP Auditor or EPt Member

We are pleased that you are interested in nominating yourself for an ECO Impact Award. This is a great opportunity to highlight your expertise, hard work and leadership within the environmental sector. The nomination should take 2.5-3 hours to put together (not including the Nomination Support required by peers/colleagues) and must include the following:

1. In 200 words or less, tell us why you are nominating yourself for an ECO Impact Award. *Estimated time to complete: 10 minutes.*
2. Submit a summary of your outstanding overall contribution to the sector and/or a project you have led or largely contributed to over the last two years. The summary should be no more than eight pages in length and detail how you meet the criteria for the Impact Award. *Estimated time to complete: 1.5-2 hours.*
3. Highlight your quality and impact of contribution to the environmental sector using the relevant sections in the nomination form. *Estimated time to complete: 1 hour.*
4. You are required to ask two individuals to support your nomination by completing the Nomination Support Form, an assessment of your transferable skills and personal attributes. These Nomination Support forms can be submitted with your nomination package or e-mailed in separately prior to the nomination deadline.
5. Headshot and bio.

Once you have completed the nomination form in full, e-mail your submission to:
impactawards@eco.ca.

Thank you,

ECO Impact Awards Committee



AWARD NOMINATION TERMS AND CONDITIONS

Nomination Rules:

1. The member must not be nominated in any other designation category. For example, if the nominee is an EP and an EP(CEA), they cannot submit in both, but can submit as an EP or EP(CEA) and Top Employer.
2. The member or employer is not submitting the same project in any other category.
3. The member or employer is not submitting the same project that was submitted from a previous year.
4. The project must have been conducted/completed within the last two years.
5. The member submission must be supported by a minimum of two letters of support with the application form.
6. ECO Impact 2021 sponsors are not eligible for the Top EP Employer Impact Award (though their employees are eligible in the individual award categories).
7. Event speakers are not eligible for an ECO Impact Award.
8. Each member or employer submission must contain a summary of how they meet the criteria of the award, and should be no more than eight pages in length. Specific project/initiative details are required.
9. The employer submission must be supported by a minimum of two testimonials (from client, employee, etc.) with the application form.
10. If preferred, nominations can be submitted with all elements of the nomination in a single .docx or .pdf file in lieu of the file/application provided.

In your submission, please also remember to include:

1. Complete nomination form including anecdotal comments on each of the criteria
2. Summary/project description not exceeding 8-page limitation
3. Headshot and bio if nominating an individual or company bio and logo if submitting in the Top Employer category



AWARD NOMINATION EP AUDITOR, EP, EPt

Once you have completed the nomination form in full,
e-mail your submission to: impactawards@eco.ca.

1. NOMINEE DETAILS (the person being nominated for the award)

First Name	Last Name	Designation
<input type="text"/>	<input type="text"/>	<input type="text"/>
Date Certified	Email	Phone
<input type="text"/>	<input type="text"/>	<input type="text"/>
Job Title	Employer	Date of Submission
<input type="text"/>	<input type="text"/>	<input type="text"/>

2. THIS SUBMISSION IS FOR THE FOLLOWING IMPACT AWARD (select the box that applies)

- EP
- EPt
- EP Auditor - EP(EMSLA) or EP(CEA)

Nomination tips: For a strong submission, be sure to complete all responses thoughtfully and completely. Highlight your unique contributions to the profession.

3. REASON FOR NOMINATION

Why are you submitting a nomination for an ECO Impact Award?



4. SUMMARY OF CONTRIBUTION

Include your response as a .docx or .pdf file and attach it to your nomination.

Highlight your outstanding overall contribution to the sector and/or a particular project throughout the last two years. The submission summary should be no more than eight pages in length and detail how you meet the criteria for the Impact Award.

5. IMPACT ON SUCCESS

Please elaborate how you feel you perform where the following deliverables are concerned. Record this information in the subsequent 'Considerations/Comments' sections.

Quality of Contribution

Describe the quality of your contribution to the sector/a particular project. Keep the following points in mind for your response:

- Innovation, uniqueness and ground-breaking action
- Technical complexity
- Outstanding achievement in the environmental sector

Considerations/Comments

Impact of Contribution

Describe your direct impact on the environmental sector, whether as a whole or provide an example from a particular project (on the following page). Keep the following points in mind for your response:

- How your work or project has contributed to a particular community, group, or initiative
- How your contributions have improved the quality of life/work
- How your contribution has positively impacted environmental protection, enhancement and/or sustainable development initiatives

Considerations/Comments

6. TRANSFERABLE SKILLS AND PERSONAL ATTRIBUTES

Because you are nominating yourself for an ECO Impact Award you are required to have two individuals submit the following in support of your self-nomination:

1. A summary of why they support your nomination (500 words or less)
2. An assessment of your transferable skills and attributes according to the information below. Please use the Nomination Support (SN) Worksheet for a template.

Professional Ethics and Work Style

- How do you demonstrate professional and ethical conduct such as trust, integrity, confidentiality and discretion during the conduct of all work activities?
- How do you demonstrate attention to detail to ensure the thoroughness and accuracy of work results?

Learning and Creativity

- How do you continuously pursue personal learning and development opportunities to promote professional growth and development?
- How do you use creative approaches to develop innovative ways of working, new designs and technologies, and cost-effective solutions to technical and business challenges?

Communicating Effectively

- How do you prepare clear, well-formatted reports and other written communications that meet established protocols and are appropriate to the target audience?
- How do you convey technical information accurately, clearly and concisely, interpreting it appropriately and effectively for the target audience?

Critical Thinking and Judgement

- How do you perform an objective and thorough analysis of information and data from multiple sources?
- How do you distinguish between facts, inferences and assumptions to establish the quality of the information collected and the reliability of its source?



This section is for EP/EP Auditor nominations only.

Leading and Influencing Others

- How do you build consensus and commitment to the team mandate, vision, goals, roles, responsibilities and processes?
- How do you effectively manage the work of others, including project teams, working groups and contractors?
- How do you facilitate solutions to barriers that affect individual, team and project performance?
- How do you identify the individual and/or team competencies that are required to accomplish work/project objectives and deliverables?
- How do you mentor peers and team members to facilitate their technical competence and on-going professional development?
- How do you create an environment that promotes innovation, creativity and entrepreneurial thinking within the organization?
- How do you navigate effectively through political and organizational complexities to avoid or overcome potential barriers to successful completion?

7. Minimum of two support references.

Attach in submission email.

8. BIOGRAPHY

Attach in submission email.

8. HEADSHOT

Attach in submission email.