

[Home](#)

Process

The Selection Process

Tips to consider before submitting

Checklist

Contact

Best Practices for the Premier's Awards

Selecting your candidates for the Premier's Awards can be challenging. This reference page, representing some of the processes used by many college alumni associations, may help you choose outstanding nominees and write winning nomination packages.

Hopefully browsing through these pages will help to answer some of the questions you may have.

History

The Premier's Awards for graduates of Ontario's Colleges of Applied Arts and Technology honour the important social and economic contributions made by Ontario college graduates to both our province and indeed the world. The Awards were established in 1992 to mark the 25th anniversary of Ontario's colleges and are administered by the College Compensation and Appointments Council.

Eligibility

Any graduate from a college program in Ontario may be nominated. The candidate must, above all, demonstrate outstanding career success. A meaningful contribution to his or her community is also considered. Colleges may nominate one graduate in each category.

As the Selection Panel includes some different members each year and the competition between candidates can be very close, it is a good idea to resubmit strong candidates. In the past, some recipients have been those who were resubmitted by their colleges. You are not limited in the number of times you can nominate a graduate.

Home

[Process](#)

The Selection Process

Tips to consider before submitting

Checklist

Contact

Process

Create a "Prospect Alumni" file

Create a file on a shared network space where you store potential nominees, and update it regularly.

Search daily media

Keep an eye out for your institution's name, wherever it appears throughout the media. Some marketing departments hire a clipping service and are able to send copies of those clippings to other departments.

Maintain regular contact with deans, program coordinators and faculty

Many of these people maintain relationships with graduates.

Place an ad in your local newspaper

Profile past nominees in local media as well as in your college publications. Create a small campaign to target both businesses and members of your local community.

Use a search engine

Use Google or Yahoo to search for your institution's graduates.

Review member lists of high-profile organizations

Review applications for your alumni initiatives

Home
Process
[The Selection Process](#)
Tips to consider before submitting
Checklist
Contact

The Selection Process

Q: I understand that a recipient should be outstanding in his or her career, but what are some tips to help me when writing my nomination packages? What is the Committee really looking for?

A: It is important for you to describe your candidate's success in such a way that the Panel fully appreciates his or her professional accomplishments. This is true especially for candidates who work in specialized or technical fields.

Again, the key criterion the Panel looks for is outstanding career achievement. Before making your selection, please ensure that the nominee is truly exemplary. Avoid nominating a graduate simply for the sake of having a nominee.

Q: I've chosen my nominees, but how should I present the information? What happens to the submission packages?

A: Each member of the Selection Panel reads every submission in advance and chooses his or her top three choices in each category. The Panel then meets to debate, discuss and ultimately select the final six recipients. Panel members make their individual decisions on the basis of the candidate's outstanding career achievement; while we look for evidence of well-rounded individuals who have also made a contribution to their communities, the Awards are for career achievements.

Please [CLICK HERE \(link to instructions on Council website\)](#) for detailed instructions. Complete the instructions only as directed. No additional information such as DVDs, CDs or media releases will be sent to the Selection Panel.

Home
Process
The Selection Process
[Tips to consider before submitting](#)
Checklist
Contact

Nominee Submission Tips

- Proof read all submissions for spelling, grammar and clarity. Typos or errors can work against your nominee.
- Be clear and concise.
- Please use the template provided. [CLICK HERE \(link to submission template on Council website\)](#). Additional documentation which does not exceed a maximum of one double-sided page can be part of your submission.

Home
Process
The Selection Process
Tips to consider before submitting
[Checklist](#)
Contact

Checklist:

- ✓ Completed entry form
- ✓ Nominee's Business Card (where available)
- ✓ Signed Release Form
- ✓ Professional studio photograph
- ✓ Fifteen copies of the following on three-holed 8 ½ x 11
 - ✚ Nominee's Profile (double sided)
 - ✚ Nominee's Summary

Please Note:

Photographs must be in .jpg or .gif or .tiff or .eps formats with a resolution of at least 300 dpi. The photo should be sized at least 600 x 800 pixels, showing the head and shoulders of the nominee against a clean background.

Home
Process
The Selection Process
Tips to consider before submitting
Checklist
[Contact](#)

Contact

Please submit any questions and your candidates to James Bertrand at james.bertrand@ontario.ca.