

## Ovation Award Nomination Instructions

It's easy to nominate an associate or team for an Ovation Award! Before you begin the process, please give careful thought to how the associate and/or team has gone above and beyond their daily responsibilities and exemplify one or more of our core values of People, Integrity, Results, Trust, Teamwork, Innovation and Balance. It's also helpful to prepare concrete examples of how the associate or team has delivered results.

**Important note:** The online nomination application does have character counts and time limits. So, it may be helpful for you to download and complete the "Sample Nomination Form" before submitting your nomination via the online application to ensure you don't lose your work.

To nominate an associate or team, you will complete an online nomination form comprised of the following steps:

- 1. Start from the Ovation Award website or MyAcosta.** Visit <http://www.acosta.com/about#ovation-award> or the Ovation Award page on MyAcosta (associates only). Follow the instructions to identify the appropriate nomination link for your nomination. You will be taken either to an internal or external Ovation 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 questions about the name(s) you enter.
- 4. Provide a Nomination 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. Please limit this section to one to three sentences.
- 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 associate or team's accomplishments. The Ovation 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 associate or team 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.
- 6. Assign a value or values.** The Ovation Award is founded on the principle that when associates demonstrate the company's core values of balance, innovation, integrity, people, results, teamwork and trust, the company and its associates, clients and customers benefit. We ask that you select a value or values that are demonstrated in your nomination. If you aren't sure what to choose, feel free to contact [ovation@acosta.com](mailto:ovation@acosta.com) for advice.
- 7. Review your nomination carefully.** You can 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. 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 the nominee's manager has approved the nomination. You will not receive any additional communications about your nomination until winners are announced. However, rest assured that your nomination is being reviewed and evaluated for an Ovation Award.
- 9. For Acosta associates only:** Acosta associates who nominate using the internal Ovation Award application may click on the "My Nominations" tab at any time to view the nomination(s) they have created.