

Best Practice Spotlight: Women MAKE Awards

AGCO INTERNAL AWARDS NOMINATIONS PROCESS



Synopsis:

In order to put its best applicants forward, AGCO Corporation implemented a company-wide nomination process to select which female employees will be nominated for the Women MAKE America Award. The company created a nomination form on its internal system that mimics the official Women MAKE Awards nomination form. To spread the word, AGCO promoted the Women MAKE America Awards and its internal nomination form to its Global Women's Network, posted articles with the link to the form on its intranet home page and distributed an email to all AGCO employees in early August with a request for nominations by September 16.

After receiving 52 nominations for 30 different women, two AGCO employees evaluated the nominations and reduced the list to 20 possible candidates. The two employees then organized the list by Emerging Leader and Honoree candidates and created a scorecard for evaluation. Emerging Leader candidates were ranked from 1-4 given the low volume of nominees. Honoree candidates were ranked on a scale of 1-10. Scores were consolidated, and the top Emerging Leader candidate and top four Honoree candidates were chosen for official entry.



Goal:

Streamline a process to nominate the best possible candidates for the Women MAKE Awards.



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Time Commitment:

AGCO dedicated two employees to implement the internal nomination process, promote the awards, refine the submissions and officially nominate the candidates. The overall process took approximately 15 hours over one month to complete.



Outcome:

AGCO officially nominated five women, and the Manufacturing Institute selected two.



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STEPS FOR IMPLEMENTATION:

- 1 Promote the Women MAKE Awards to the internal women's network, affinity groups, etc.
- 2 Create an internal nomination form that mimics the official nomination form.
- 3 Post an article with a link to the nomination form on the home page of your intranet, or send via email. Request nominations before the national nominations are due, allowing time for evaluation and national nomination.
- 4 Evaluate the nominations and reduce the list to a smaller number of possible candidates.
- 5 Organize nominations into Emerging Leader and Honoree candidates.
- 6 Create scorecard for evaluation using a shared excel document. Use internal review to rate the nominations 1-10 in the four various categories, aligned to the national nominations. You may also use a different rate value, such as ranking the nominations, if given a low volume of nominees.
- 7 Assign a single person to consolidate scores. The top Emerging Leader candidate and top Honoree candidates are then chosen for official entry. Please note, only two Emerging Leaders and two Honorees are able to be selected for the national award.
- 8 Refine selected nominations and officially submit using a single point of contact as the nominator. This person should be able to liaise with the communications/public affairs and human resources team at the company.
- 9 Share recognition via intranet, press release and social media.

