

Submission Guidance

There is a staged process to the awards:

STAGE 1	Check if your organisation is an ISE member – only ISE members can enter the Awards.
STAGE 2	Allocate an ‘Awards Coordinator’ from your company who will be the central point of contact throughout the Awards programme for all submissions from your organisation. Role will include coordinating entries and attendees for the main event (Gala Awards Dinner on 9 December 2020).
STAGE 3	Review the categories and decide which category is most suitable for you to enter. You may enter more than one category, provided that each entry has been specifically written to address the relevant criteria.
STAGE 4	Submit your written entry (Stage 1) and supporting documentation by Monday, 22 June, 9am via our online form. <i>* No extensions to the deadline.</i>
STAGE 5	Stage 1 Judging – each entry is checked to ensure compliance with entry criteria, then entries are reviewed and marked by members of our judging panels who will score each entry against specific judging criteria
STAGE 6	Stage 1 Result – all companies will be informed w/c 3 August 2020 if their entries are finalists.
STAGE 7	Once announced, all finalists will be promoted on the ISE website and through our social media channels.
STAGE 8	Stage 2 – all finalists are asked to submit Stage 2 written entry (1200 words) by Monday, 14 September 2020, 9am. <i>* No extensions to the deadline.</i>
STAGE 9	Winners will be announced at the Awards Ceremony (online event) on Wednesday 9 December 2020 (16:00-17:30).

Who can enter?

The Award is open to **ISE members only** with some exceptions.

Employer does not need to be an ISE member if a supplier and/or university is submitting for the categories below:

- Outstanding Employer and Supplier Recruitment Partnership
- Best University & Employer Engagement Strategy
- Outstanding Employer and Supplier Development Partnership
- Outstanding University Partnership with an Employer and/or Supplier (**please note supplier does need to be an ISE member*)

Entries are FREE of charge.

The rules

1. Submissions should relate to current scheme/most recent scheme. Please state the scheme start and finish dates in your submission.
2. Limit your entry to 500-words (Stage 1).
3. You can attach maximum 2 pages of infographics or 3-4 images (in PDF format only).
4. You can submit one web link (this is in addition to the 500-word entry).
5. All entries must be submitted via our online entry system.
6. Companies may enter more than one category, provided that each entry has been specifically written to address the relevant criteria.

How to enter

1. Complete the online entry form explaining in 500 words or less, why you or your company should be considered a winner this year. Please refer to the category criteria as a guide.
2. Submit your entry and you will see an automated confirmation of the submission on the screen.

Confidentiality

ISE recognizes and respects the sensitive nature of the information submitted in the entries. We ensure that this recognition is shared by our Judging Panel and entries are not disclosed or discussed outside the judging process. Please ensure your entry summary contains no confidential or sensitive information.