



International Association of
Administrative Professionals®

Alabama Division

Administrative Professional
of the Year (APY)

Guidelines

EVENT TIME LINE

WHO:	WHAT:	WHEN:
DIVISION APY DIRECTOR	Distributes current APY Guidelines to Chapter presidents.	November 15
CHAPTER APY CHAIRMAN	Coordinates Chapter APY Event that complies with the Division Guidelines [Part I].	Event should be held in January, February, or March so that April 15 deadline can be met.
	Submits paperwork for Chapter APY to the Division APY Director [Part IV].	Must be e-mailed or postmarked no later than April 15.
DIVISION APY DIRECTOR	<ol style="list-style-type: none"> 1. Provides guidance and assistance to all chapters for holding an event. 2. Processes and scores Division level event applications in accordance with guidelines. 3. Notifies Chapter APY and their Chapter President of Participant eligibility for the Division APY Event. 4. Coordinates and conducts the Division APY event. 5. Recommends policies and procedures for APY selection criteria to the Board of Directors. 	<p>Prior to, during, and immediately following the Alabama Division Annual Meeting held in June</p> <p>Friday of Division Annual Meeting</p>

Information included in these guidelines:

- Part I – Instructions to Chapter APY Committee Chairs
- Part II – Instructions to Chapter APY Participants
- Part III – APY Panelists
- Part IV – Submission of paperwork for Division APY Event
- Part V – APY Division Director and Committee Responsibilities

NOTE: Do not use the APY title if you are not using the Division Guidelines for your event.



**Alabama Division
Administrative Professional of the Year**

Chapter APY Committee Chairs

Instruction Packet

PART I - INSTRUCTIONS TO CHAPTER APY COMMITTEE CHAIRS

The Division APY Director will provide each Chapter President and Chapter APY Chairs a packet of guidelines for the Alabama Division Administrative Professional of the Year (APY) event by November 15.

The Division APY Committee requires that an event of the same procedure be used at chapter level as at division level, with no less than two participants, thereby providing experience for further participation in the division event. This will include the scoring of Part A (Application) and Part B (Oral Response).

Chapter level APY event may be held at the discretion of the Chapter membership. It is not a mandatory chapter activity.

Chapter APY Committee should be made up of former APYs and/or SOTYs if at all possible.

In selecting a participant, the APY event is not a popularity contest. Scoring is on a professional basis ONLY. Chapters desiring further information or assistance in reviewing the method of conducting the chapter event may contact the Division APY Director.

The Part A, Application Sheet (Attachment II-a), may be used in determining the chapter's strongest participants. The chapter's APY nominees and Panelists official scores are to be kept confidential by the APY Committee.

Expenses for participating in a chapter and/or division event are the responsibility of the participant unless otherwise noted.

Eligibility for Administrative Professional of the Year

1. Eligible participants must be:
 - A. A current Professional member of IAAP.
 - B. Employed full-time Professional member.
 - C. Nominated by a fellow member or officer of their respective chapter (**Attachment I-a – put on chapter letterhead and make available to members**).
 - D. Send letter to nominees advising of nomination and asking if they want to participate. (**Attachment I-a.1**).
2. Ineligible participants are:
 - A. Current chairman or members of the Division APY Committee.
 - B. Current division officers (nominees for division office for the next fiscal year are eligible).
 - C. Previous Division APYs are excluded; however, Chapter APYs may compete at the direction of their respective membership.

HOLDING AN APY COMMITTEE PLANNING MEETING

The hosting of an *Administrative Professional of the Year* event is best accomplished by following certain basic guidelines. Decisions and assignments to be accomplished are:

- 1) if such an event is to be held, i.e., where, when, how, and by which chapter members
- 2) determination of viable Participants [requires minimum of two]
- 3) formation of event committee
- 4) timely coordination with Division APY Deadline (**April 15**)

A sample APY Committee first meeting agenda has been prepared in order to ensure all aspects of the upcoming event are considered, responsibilities assigned, and dual activities addressed (**Attachment I-b**). Note: the meeting addressed in this agenda should occur some two to three months before the event.

SELECTING PANELISTS FOR APY EVENT

Instructions for Panelists can be found in **Part III** of these Guidelines.

There will be three Panelists selected from the following areas: education, business/management, the administrative profession (non-IAAP), and/or media. No two Panelists should be selected from the same area of expertise. It is suggested that a fourth Panelist be chosen as an alternate Panelist to be on standby in case one of the three other Panelists could not attend. All Panelist should be a professional with no IAAP affiliation.

Obtain Panelists who are not associated with IAAP or any of the participants.

When confirming the event with the Panelists, be sure to request that a Biographical Data Sheet be returned to the APY Committee Chairman to be used for introductions at the event. This Biographical Data Sheet must also be submitted with the Division Event paperwork.

CHAPTER APY EVENT

Sample APY Event Agenda and APY Event Sequence (**Attachment I-c**).

Suggest that the APY Event Tally Sheet (**Attachment I-d**) be filled in with Part A scores prior to the event. If possible use different colors of paper for each participant. This will speed up the tally process.

Have scratch paper and pens available for Participants to use in prep room (not allowed at the podium).

Have calculator available for use in adding up scores.

Sample Nomination Form
(remember to put on your chapter letterhead)

I nominate Jane Doe CPS for Administrative Professional of the Year for the Anywhere Chapter.

Reason for nomination

Mary Jane Smith
(Signature)

Nominations must be received by Suzie Q. Jones no later than January 15, 2XXX.
E-mail: sjones@xyz.com FAX: 555-555-5555

SAMPLE

ABC CHAPTER
INTERNATIONAL ASSOCIATION OF ADMINISTRATIVE PROFESSIONALS



ADMINISTRATIVE PROFESSIONAL OF THE YEAR
COMMITTEE PLANNING MEETING

to be held on
_____ (Date)



Planning Agenda
(Advance meeting), 2XXX Meeting

LOCATION: Meeting site attended by APY Committee and Chapter President
Anywhere street, Our Town, Alabama

REFRESHMENTS: (Nice to have on hand but not mandatory)

DATE OF EVENT: _____, 2XXX **TIME:**

TO BE DONE:

1. Reproduce and mail application guidelines or direct to Division website.
2. Establish deadline for submission of credentials.
3. Select site for APY event.
4. Select potential panelists (written confirmation of request and information details).
5. Prepare tally sheets (Attachment I-d) with Part A scores recorded and ready for final scores at event (different colors of paper for each participant is recommended).
6. Provide Panelist's Packets consisting of:
 - a. Presentation Rating Score Sheets (Attachment III-a) for each Participant
 - b. Scratch paper
 - c. Pen
7. Prepare question to be asked to all participants. Make sure that question has enough components that participants can fill the required 2-3 minute timeframe.
8. Prepare tie breaker question and extra Presentation Rating Score Sheets available in case of a tie.
9. Select Q&A timekeeper; Participant's chaperone; interim speaker while scores are tallied (this is usually the previous year's Chapter APY, but not mandatory); escort and tally verification officer for Panelists.
10. Determine how and by whom the "winner" is to be announced (typically President).

Optional:

1. Prepare APY certificate for each Participant, signed and ready for presentation (Attachment I-e).
2. Present engraved commemorative gift (plaque, etc.) during Administrative Professional's Day observance.
3. Determine paper, layout, content, and printing of invitations and program.

SAMPLE

APY EVENT AGENDA

WELCOME..... Marila Jackson, CPS
President, Major Chapter

INVOCATION Teresa Martin
Past President, Major Chapter

DINNER

ADMINISTRATIVE PROFESSIONAL OF THE YEAR EVENTJacqueline Chambers, CPS
Vice President, Major Chapter

GUEST SPEAKER..... Kitty Perdue
2XXX Administrative Professional of the Year

INTRODUCTION OF PANELISTS AND APY PARTICIPANTSJacqueline Chambers, CPS
Vice President, Major Chapter

2XXX ADMINISTRATIVE PROFESSIONAL OF THE YEAR..... Marila Jackson, CPS
President, Major Chapter

CLOSING REMARKS..... Marila Jackson, CPS
President, Major Chapter

APY EVENT SEQUENCE

The Chair will open the event by welcoming all attendees and introducing previous Division SOTY/APY winners present and the current Chapter/Division APY. The Chair will then outline the rules of the event.

Following opening ceremonies, Panelists will move to a specially arranged seating area and a member of the APY committee will escort the APY participants from the assembly room to a quiet private designated area.

Participants should follow the dress code which is business attire. Points will be deducted for noncompliance. The participants will randomly select or be assigned a number that will be used for the order of event.

The first participant will be given the question printed on a piece of paper. The participant will be escorted to a private area to review the question. Have pen and paper available for use in putting down thoughts. **However, notes are not to be used at podium.** After a 5-minute period, or less if the participant requests, the participant will be escorted to the podium in the front of the main assembly area facing the Panelists. The printed question will then be given to the next participant.

Participant will be known only by number and, upon direction of a committee member, enter and stand in designated area or be seated in “participant’s” chair. Be sure to remind participant to have their number visible for the panelists

Scoring starts when the participant enters the APY event room. However, timing does not begin until the host finishes reading the question to the participant.

One person (determined prior to the event) will ask each participant the previously agreed upon question for this portion of the program. A copy of the question should be available at the designated area (table, lectern, etc.).

It is important that the participant use most of the two-three minutes of allotted time for the oral response. There is a time penalty if under two (2) minutes or over three (3) minutes. A timekeeper will notify the participant when two and one-half minutes have elapsed (by holding up a sign that reads “30 seconds”). The timekeeper will again notify the participant when the three minutes have lapsed (by stating “Time”) and the participant will immediately stop speaking and exit the room.

The remaining participants will follow in numerical order. When all participants have completed the question process, all participants will be escorted back into the assembly area. A member of the APY Committee will collect the rating sheets from the Panelists. At the chapter level, the committee members and/or Panelists may leave the room to tally the scores. At the division level, the Division APY Director, Timekeeper, Panelists, and Division President and President Elect will leave the room for the tallying process.

In the event of a tie, an additional question in a sealed envelope relating to the first question will be opened at this time. Panelists will be advised of the time frame in which scoring must be completed in order that the program can run smoothly. A committee member remains with the Panelists. Committee members will add Part A and Part B scores together and determine winning recipient.

The Chair/Moderator will then take control of the event and introduce a selected speaker who will then speak to the assembly. (It is suggested that the previous year's Administrative Professional of the Year be the speaker.)

The Committee members and/or Panelists will return to the assembly room and take their original seats and the program will resume.

The Chair will introduce the Committee members to the assembly.

The Chair will introduce the Panelists to the assembly and read the bio of each. It is appropriate to present the Panelists with a gift and/or certificate of appreciation.

Participants will be called forward in alphabetical order, introduced, and their bio read.

The winner will be announced by a pre-determined person (president or chair) and presented with a token of recognition. The finalists will be presented with a token of appreciation for their participation in the event. The APY winner will then be allowed to make any remarks.

_____ CHAPTER
ADMINISTRATIVE PROFESSIONAL OF THE YEAR EVENT

TALLY SHEET

Participants (for event, insert assigned participant numbers).

No.	_____	_____	_____	_____	_____	_____	_____	_____
Part B								
Panelist 1	_____	_____	_____	_____	_____	_____	_____	_____
Panelist 2	_____	_____	_____	_____	_____	_____	_____	_____
Panelist 3	_____	_____	_____	_____	_____	_____	_____	_____
TOTALS	_____	_____	_____	_____	_____	_____	_____	_____

Total Scores

Part A Score	_____	_____	_____	_____	_____	_____	_____	_____
Part B Score	_____	_____	_____	_____	_____	_____	_____	_____
Grand Total Score	_____	_____	_____	_____	_____	_____	_____	_____

Verified by: _____

Title: _____

Verified by: _____

Title: _____

Date: _____

(Two verification signatures are required. Give title. One must be chapter or division officer. This form together with Chapter APY documentation must be submitted to Division APY Committee Chair.)

SAMPLE RECOGNITION CERTIFICATE

Anywhere Chapter

International Association of Administrative Professionals

For participation in the

2XXX Administrative Professional of the Year Event

Mary Jane Doe
Presented to

**In recognition of your commitment to excellence and
Outstanding service as an
Administrative Professional**

this ___ day of _____, 2XXX.

Anywhere Chapter President

APY Chapter Event Chairman

(Suggest you make up certificates for all participants.)

SAMPLE APY CERTIFICATE

Anywhere Chapter

International Association of Administrative Professionals

Has Selected

Mary Jane Doe

2XXX Administrative Professional of the Year Event

**In recognition of your commitment to excellence and
Outstanding service as an
Administrative Professional**

this ___ day of _____, 2XXX.

Anywhere Chapter President

APY Chapter Event Chairman

(Suggest you make up certificates for all participants.)



**Alabama Division
Administrative Professional of the Year**

Chapter APY Participants

Instruction Packet

PART II - INSTRUCTIONS TO CHAPTER APY PARTICIPANTS

Instructions for Submitting Administrative Professional of the Year Application

1. Read Instructions carefully and submit application accordingly:

The APY Committee is interested in the professional experience, credentials, and manner in which the Application is submitted.

2. Prepare PART A of the Application which includes:

- a. Application (**Attachment II-a**).
- b. Resume (**Attachment II-b**) detailing all activities documented in Application (Attachment II-a).
- c. Supporting documentation for all points reported in Sections I, II, and III of the Application and Resume. This includes copies of degrees, verification letters, copies of publications, etc. It is suggested that you label each piece of supporting documentation with the corresponding item number on Application.
- d. Biographical Data Sheet (**Attachment II-c**). **Must be 250 words or less** (bio's longer than 250 words will be edited to length).

PART A

ALABAMA DIVISION ADMINISTRATIVE PROFESSIONAL OF THE YEAR APPLICATION

Participant No. _____

For Period January 1 thru December 31
(unless otherwise stated)

	Allowable	Score
I. IAAP® EXPERIENCE (Maximum 105)		
Year Joined IAAP® _____		
a. IAAP positions held in last five years (must have served a minimum of 6 months)	50	
President 10		
Other Elected Offices 8		
Student Chapter Advisor 8		
Committee Chair or Co-Chair 5		
Appointed Positions 5		
<i>Provide letter from President or President-Elect verifying positions.</i>		
b. Spoke to non-IAAP® groups or IAAP® chapters to promote IAAP® within the last five years (minimum 15 minutes). 1 point each. <i>Provide documentation listing date, location and topic.</i>	10	
c. Recruited new members in last 5 years. 1 point per member. <i>Provide copy of application or membership roster with sponsor name listed.</i>	10	
d. Created IAAP publications or brochures, published newsletters or maintained web sites. 1 point each. <i>Provide copies or screen shots of documentation.</i>	5	
e. Attained Member of Excellence. Must be in current or immediate past year. <i>Provide copy of e-mail or certificate.</i>	10	
f. Had IAAP associated article published in brochures, newsletters, or on website. 1 point each. <i>Provide copies.</i>	5	
g. Conducted IAAP training, seminars or workshops (minimum of 1 hour). 1 point each. <i>Provide documentation listing date, location and topic and length.</i>	15	
II. EDUCATION (Maximum 125)		
a. CAP® Rating – Year Certified _____ (15 points) CAP-OM® Rating – Year Certified _____ (25 points) (highest designation only)	25	
b. Year Recertified _____ (must be within last five years)	10	
c. Additional professional certifications received. (i.e. MOS, MCAS, Toastmasters, legal, medical, etc.) Does not include Notary. 1 point each.	5	

d. College Degrees (can only receive points for highest degree earned) Associates Degree (5 points) Bachelor's Degree (10 points) Master's Degree (15 points) College courses completed in past two years beyond high school diploma or highest college degree earned (1 point per credit hour up to 10 points)	25	
e. Attended workshop/training session/study course/seminar (minimum 1 hour). 1 point per contact hour; count in 30 minute increments after 1 hour (i.e. 2 ½ hour seminar would be 2.5 points). <i>Provide documentation listing date, topic and length.</i>	20	
f. Presented workshop/training session/study course/seminar (minimum 1 hour). 2 points per contact hour; count in 30 minute increments after 1 hour. <i>Provide documentation listing date, topic and length.</i>	40	
III. PROFESSIONAL WORK EXPERIENCE (Maximum 30)		
a. Years employed as administrative professional. Give accurate record of past administrative professional experience including employment dates by month and year. Begin with most recent and include company name/department, immediate supervisor, and title. If employed in current job less than six months, a letter of recommendation from the previous employer must be included. Count part-time experience as ½ of year. Example 4 years part-time count as 2 years full-time. (Breaks in employment must be accounted for on resume. Attachment II-b). 1 point per year.	10	
b. Membership in other professional organizations. 1 point each. <i>Provide documentation.</i>	5	
c. Created non -IAAP publications or brochures, published newsletters or maintained web sites. 1 point each. <i>Provide copies or screen shots of documentation.</i>	10	
d. Awards and Recognition. (<i>Does not include Years of Service or Attendance Awards, Pay Raise or Promotion Recognitions.</i>) 1 point each. <i>Provide copies.</i>	5	
IV. COMMUNITY SERVICE (Maximum 10)		
Describe your community service and include dates during past year (includes advisory council/board). 1 point each. <i>No documentation required.</i>	10	
TOTAL	270	

I have attached to this Application (Attachment II-a) the required information which includes:

- **Resume (Attachment II-b)**
- **Supporting Documentation**
- **Biographical Data Sheet (Attachment II-c)**

I certify that the information I have submitted is true and accurate to the best of my knowledge.

Signature

SAMPLE RESUME

**MARIANNE SMITH, CPS
ABC CHAPTER**

Period ending December 31, 2010

**1021 42nd Avenue
Anytown, AL 35127-1932
Home (205) 555-9551**

E-mail: msmith@aol.org

**XYZ Manufacturing Company
1000 Tenth Avenue South; BEC 123
Birmingham, AL 35111-4461
Work (205) 555-8440
Fax (205) 555-3337**

I. IAAP® EXPERIENCE:

- a. Chapter Officer
 - President – 2009/2010
 - President Elect – 2008/09
 - Administrative Secretary – 2007/08
 - Treasurer – 2006/07
 - Chapter Committee Chair
 - Directory Committee – 2007/08, 2008/09
 - Finance Committee – 2006/07
 - Scholarship Committee – 2004/05, 2005/06
- b. None
- c. New members recruited:
 - 2010 - Lyn Stephens, Linda Lewis, Tracey Griffin,
 - 2009 - Cindy Morgan CPS, Carolyn Gray
 - 2007 – Robin Dunning
- d. Developed IAAP® Birmingham Chapter Recruiting Brochure, 2010
Revised IAAP® Birmingham Chapter Recruiting Brochure, 2010
Maintain Birmingham Chapter IAAP® Web Site, 2005-present
- e. Member of Excellence, 2009
- f. Alabama in Review article on “Membership” published, October 2010
- g. IAAP Speaking Engagements
 - Certification study group “Accounting,” March 7, 2010, 3 hours

- Certification study group “Computer Technology,” March 21, 2010, 1.5 hours
- Speaker, Recertification Workshop, Birmingham Chapter, April 17, 2010, 1 hour
- Presenter, IAAP® Birmingham Chapter Joint Board Workshop, May 25, 2010, 1 hour
- Speaker, IAAP® Birmingham Chapter Monthly Meeting, “Parliamentary Procedure made Easy”, September 21, 2010, 1 hour

II. EDUCATION

- a. Certified Administrative Professional® (CPS®), May 2005
- b. Recertified CAP®, October 2009
- c. MCAS (PowerPoint), June 2008
- d. Bachelor of Science from the University of North Alabama. May 1994.
- e. Seminars attended in past year:
 - “Microsoft Word,” October 6-7, 2010, 12 hours
 - EFAM Seminars, August 1-4, 2010, 9 hours
 - Birmingham Chapter Seminar, “Social Media for Your Business,” March 3, 2010, 0.3 CEUs; 3 hours
 - Redstone Arsenal Chapter Seminar, “Pathways to Excellence,” February 12, 2010, 2 hours
- f. Seminars presented in past year:
 - “Time Management,” UAB Training and Development, June 3, 2010, 2 hours
 - “Organization Skills,” United Way of Central Alabama, August 10, 2010, 3 hours

III. PROFESSIONAL WORK EXPERIENCE

- a. June 2003–present - Administrative Associate, University of Alabama at Birmingham, Department of Electrical and Computer Engineering (E&CE), Supervisor: Gregg Green.

October 2000–June 2003 - Secretary II, University of North Alabama, Office of Continuing Education, Supervisor: Jim Matthews.

July 1999–December 2000 - Secretary III, Eliza Coffee Memorial Hospital, Pharmacy, Supervisor: Bill Beasley.

- b. Alabama Legal Secretaries
- c. Maintain Undergraduate Advising Brochure for the E&CE Program, revised 3/10.
Maintain Graduate Advising Brochure for the E&CE Program, revised 4/10.
- d. Birmingham Chapter Professional Development Award, 2010
Alabama Division Professional Development Award, 2010
UAB Employee of the Month, May 2010

IV. COMMUNITY SERVICE

Business Advisory Council, Virginia College, 2008-present
March of Dimes Walk America Volunteer, March 2010
Birmingham Museum of Art Volunteer - July 2010
Festival of Trees Volunteer (Breakfast with Santa), December 2010

Biographical Data Sheet:

Linda B. Williams, CPS

Linda has been employed at Xerox Corporation, Theodore, Alabama since 1997. She is a Purchasing Assistant, providing administrative assistance to Mr. Roger Sheffield, Corporate Project Purchasing Manager, three Purchasing Agents, one contract buyer and advisor to one contract clerk.

She received a Bachelor's Degree in Organizational Management from the University of Gulf Shores in May 1999. Upon joining IAAP in 1995, she received her Certified Professional Secretary rating in 1996. Currently serving as First Vice President of the Gulf Shores Chapter, other offices include active Board Member, two terms as Second Vice President, and assists in various committees. She was recipient of the Professional Development Award for the Gulf Shores Chapter in 2007, and the Alabama Division Professional Development Award in 2007.

Linda says that she owes her success to a great support system made up of IAAP members, family, and an employer who supports the ideals of IAAP.

(Remember – must be 250 words or less)

PART III - APY PANELISTS



**Alabama Division
Administrative Professional of the Year
(APY)**

Presentation Scoring

Panelist's Packet

ADMINISTRATIVE PROFESSIONAL OF THE YEAR (APY)
PANELIST'S INSTRUCTIONS

Thank you for your willingness to participate in the Administrative Professional of the Year event. This information is provided to familiarize you with this special event.

Before the event, you will be informed of the location for the event, time of arrival, etc.

There will be three Panelists from the following areas: education, business/management, the administrative profession (non-IAAP), and/or media.

The APY Committee Chair will score an application form (Part A) for each candidate prior to the event (which includes background information including IAAP Experience, Education, Professional Work Experience and Community Service).

The APY Committee will develop a question relating to the administrative profession that will be asked of each candidate (Part B) at the event. A copy of the question will be provided for you at the event.

Score sheet (Attachment III-a) is provided for your information. An official copy will be provided for you at the event.

You should score each Participant after his or her oral response. Maximum points means the greatest number of points available in each area shown on the rating sheet. You will not need to total the points. The APY committee will do so. The Timekeeper will verify presentation time.

Please return a biographical sketch to the APY Chair to be used for the event.

PANEL MEMBER'S APY EVENT SEQUENCE

1. The Chair will open the event by welcoming all attendees and introducing previous Division APY/SOTY representatives present and the current Chapter/Division APY. The Chair will then outline the rules of the event.
2. Following opening ceremonies, panel members will move to a specially arranged seating area and a member of the APY committee will escort the APY participants from the assembly room to a quiet private designated area.
3. The participants will randomly select or be assigned a number that will be used for the order of event.
4. The participant will be escorted to the podium in the front of the main assembly area facing the panel.
5. Participant will be known only by number.
6. Evaluation starts when the participant enters the APY event room. Timing begins after the participant is given the question. Each participant has 2 – 3 minutes to respond to the question.
7. An APY Committee member will ask each participant the previously agreed upon question for this portion of the program.
8. A timekeeper will notify the participant when two and one-half minutes have elapsed. The timekeeper will again notify the participant when the three minutes have lapsed and the participant will immediately stop speaking and exit the room.
9. Panel Members will have approximately 2 minutes to mark score sheets after each participant. If you need more time, please advise the event chair.
10. The remaining participants will follow in numerical order. When all participants have completed the question process, they will be escorted back into the assembly area.
11. A member of the APY Committee will collect the rating sheets from the panelists and leave the room for the tallying process.
12. In the event of a tie, an additional question in a sealed envelope relating to the first question will be opened at this time.
13. The APY committee will add Part A and Part B scores together and determine winning recipient.
14. The President or Event Chair will announce the winner.

Presentation Scoring

When you agree to serve as a Panelist, you accept several obligations.

To the participants

Participants expect fairness and impartiality plus a dedicated performance from each Panelist.

To the audience

Audiences deserve a good presentation event with fair and unbiased scoring. Without that they may also be discouraged from attending or participating in future events.

To select a winner

This means making a confidential decision that is not discussed with participants or anyone else.

Qualities of a Panelist

There are five qualities that good Panelists must display and use if they are to make a wise and informed decision in a Presentation Event.

Panelists need to be:

Accurate

Good Panelists are dedicated to making a correct decision. They complete the scoring form correctly.

Fair

Good Panelists are totally impartial. Good Panelists don't allow friendship, affiliation, age, sex, race, creed, national origin, profession or disapproval of presentation topics to interfere with their decision.

Trustworthy

Good Panelists understand that participants, APY Committee members and the audience have entrusted them with the responsibility of scoring the participants fairly.

Knowledgeable

Good Panelists know the current event rules. They study the rules before the event and make no exceptions to the rules. They are familiar with the scoring form and know how to complete it.

Good Listeners

Good Panelists listen carefully to each participant.

Barriers to Objectivity

Scoring is a subjective process and Panelists must strive to make objective decisions. Each has likes and dislikes which can unconsciously affect decisions. Additionally, being aware of some of the barriers you may face can help you to understand and use the scoring process more effectively and fairly.

Barriers to objectivity in scoring include:

First or Last Speaker Is Best

We tend to remember first and last participants best so they have an advantage over other participants. The first participant because he or she becomes a reference point and the last because they are more easily remembered. As a Panelist, be equally attentive to the middle participants.

Not the Norm

Outside the Presentation Event Rules, there is no norm for participants. As a Panelist, consider what is usually the norm for a good presentation. Ask yourself if you expect everyone to fit into that norm. If so, you may be out of step.

Prejudices and Personal Preferences

Tastes, beliefs, preferences, and prejudices are the most prevalent barriers to unbiased scoring. Try to remember to evaluate not what the presenter is but what the presenter is saying.

The Unknown Scoring Form

As a Panelist you need to be familiar with the scoring form. If this is not the case, you may spend time analyzing and understanding the form instead of listening to the participant. Please study the form prior to the event.

Scoring the Presentation Event

The purpose of the Presentation Event Scoring is to **select a winner**. This is best achieved by reviewing a participant's total performance in the **three key areas** of effective speaking.

Content

Delivery

Language

After making your assessment, evaluate a participant's performance as shown below.

1. Content/Organization

The substance/purpose of a speaker's message

Presentation DEVELOPMENT

Structure, Organization

- How was the presentation structured?
- Did it have a clearly defined **Opening, Body** and **Conclusion**?
- How was the presentation organized? Was it easy to follow? Did it have a logical sequence?
- Were there natural transitions?
- Was the **Purpose** clear and well defined?
- Were facts, examples, illustrations or humor used to enhance the message?
- Was there too much information, overwhelming the audience with facts for example?

EFFECTIVENESS

Achievement of Purpose, Interest, Reception

- Was the purpose accomplished?
- Was it of interest to the audience?
- How did the audience respond? Did they understand the message?
- Was the nature of the audience/occasion apparent in the speech content?

PRESENTATION VALUE

Ideas, Logic, Original Thought

- What ideas were presented?
- Was there a clearly defined message?
- Did the message develop logically? Did it lead to a conclusion?
- Were the ideas original or a re-hash of other material?
- If it was a time worn subject, was it treated in a new way with flair/imagination?
- Was it in good taste?
- Did the message contribute to the listeners' knowledge, their growth, and stimulate their thinking processes?

2. Delivery

The mechanics of presenting the message

PHYSICAL

Appearance, Body Language

- How did the presenter look? Neat? Professional? Compatible with purpose, adding credibility to message?
- Did the clothes/accessories/colors enhance or detract from the effectiveness?
- How was the stance? Alert, erect, lifeless, swaying?
- How was the stage area and lectern used?
- Did the body language contradict or reinforce the message?
- Were the gestures effective/meaningless/stilted?
- Did the eye contact cover and hold the audience?
- Were the facial expressions friendly, revealing the emotional side of the speech?

VOICE

Flexibility, Volume

- Did the voice convey the correct feelings/attitude for the message?
- Was it **firm** to show strength, **assured** to show confidence, **warm** to convey friendliness, or **pleasing** to win the audience for example?
- Did it have variations of rate and emphasis?
- Was the volume adequate and varied and used effectively?

MANNER

Directness, Assurance, Enthusiasm

- Did the presenter appear sincere, concerned for the audience?
- Did the presenter appear confident?
- Did the audience **believe** the message?
- Did the style, pace and demeanor build a link with the audience?
- Were some aspects of the presentation distracting, artificial or stilted?
- Did the presenter show **enthusiasm** for the message?

3. Language

The choice of words and grammatical skill

APPROPRIATENESS

To Presentation Purpose and Audience

- Was the language used compatible with the presentation?
- Was it compatible with the audience? That is, did it clarify or confuse?
- Did the word pictures **sell** the speaker's ideas?

CORRECTNESS

Grammar, Pronunciation and Word Selection

- Did the speaker use correct grammar?
- If slang or misused grammar was present, did it make a point?
- Was it intentional or a mistake?
- Was the pronunciation correct and was the enunciation clear?
- Were the words chosen appropriate to the message?
- Were they appropriate to the audience?

IAAP Alabama Division Administrative Professional of the Year Event



Presentation Rating Sheet

Participant No.	Panelist:			
Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations

Content/Organization

Professionalism based on question asked	0	1	2	3	4	5	6	7	8	9	10
Purpose clearly stated	0	1	2	3	4	5	6	7	8	9	10
Suitability and accuracy of statements	0	1	2	3	4	5	6	7	8	9	10
Topic adequately developed	0	1	2	3	4	5	6	7	8	9	10
Logical sequence of ideas	0	1	2	3	4	5	6	7	8	9	10
Accomplishment of purpose	0	1	2	3	4	5	6	7	8	9	10

Delivery

Voice quality and diction	0	1	2	3	4	5	6	7	8	9	10
Appropriate gestures and eye contact	0	1	2	3	4	5	6	7	8	9	10
Confidence	0	1	2	3	4	5	6	7	8	9	10
Professional appearance	0	1	2	3	4	5	6	7	8	9	10
Extent to which presentation was sincere, interesting, clear, creative, convincing, and concise	0	1	2	3	4	5	6	7	8	9	10

Language

Appropriate to purpose and audience	0	1	2	3	4	5
Correct grammar, pronunciation and word selection	0	1	2	3	4	5

This section to be completed by APY Committee

Points /105 max

Time (to be provided by official timekeeper):

Deduct five (5) points for presentations under 2 or over 3 minutes

Final Presentation Score /105 max

PART IV – CHAPTER APY COMMITTEE SUBMISSION PACKET



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**Alabama Division
Administrative Professional of the Year**

Chapter APY Committee

Submission Packet

PART IV - SUBMISSION OF PAPERWORK FOR DIVISION APY EVENT

All documents must be e-mailed or postmarked no later than April 15. THERE ARE NO EXCEPTIONS.

The following is a checklist of items that are essential when submitting a completed APY application to the Division APY Director. Often errors are found in this area. If there are any questions or concerns regarding the application process, please contact the Director for clarification.

Send the following documents to the Division APY Committee Chairman:

- Letter of transmittal from Chapter President (Attachment IV-a).
(If Chapter President is winner, President-Elect will prepare and sign).
- Tally Sheet from APY Event (Attachment I-d).
- Application of APY finalist (Attachment II-a).
- Resume and documentation (Attachment II-b).
- Biographical data sheet (Attachment II-c).
- Certification of Procedure and Statement of Acceptance of Responsibilities (Attachment IV-b).
- Copy of question asked participants in Chapter Oral Response (Part B).
- Biographical data sheet on chapter panelists (noting the area they represent: education, business/management, non-IAAP administrative profession, and/or media).

Send a copy of the Letter of Transmittal to the Division President.

SAMPLE
Letter of Transmittal from Chapter President
(If Chapter President is winner, President-Elect will prepare and sign)

Date

Division APY Chair

Dear Jane,

I am submitting the paperwork for the Division APY Event for the XYZ Chapter. We are very proud of Suzie Hill and know she will represent our chapter well in the Division APY Event.

Our Chapter APY Chair this year was Robin Allen, CPS. Her contact information is:

Work (205) 555-4321

Cell (205) 555-3446

E-mail robin@mail.com

If you have any questions or need additional information from me, you can reach me at work (205) 555-1234, at home (205) 555-5432 or by e-mail susandavis@gmail.com.

Respectfully submitted,

Sue Davis
XYZ Chapter President

c: Alabama Division President

**CERTIFICATION OF PROCEDURE AND
STATEMENT OF ACCEPTANCE OF RESPONSIBILITIES**

(The following statement must be signed by the Chapter Administrative Professional of the Year finalist, the Chapter APY Chair and the chapter president.)

XYZ Chapter

Marila Jackson, CPS
2808 Plank Road
Morrison, Al 36554
(334) 234-9876 cell
(334) 232-4442
mjackson@bellsouth.net

The Chapter certifies that the APY finalist was selected through the procedure as outlined in the Alabama Division Administrative Professional of the Year (APY) Guidelines.

I agree that in the event of my selection as Division APY, I will accept the duties and responsibilities, be available to attend the Division Professional Education and Student Conference and Annual Division Meeting at my own expense, and accept any assignment at the discretion and direction of the Division Board of Directors.

Date: _____

(APY Finalist, XYZ Chapter)

Date: _____

(Chapter APY Chair, XYZ Chapter)

Date: _____

(Chapter President, XYZ Chapter)

PART V – DIVISION APY RESPONSIBILITIES



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Division APY Responsibilities

PART V - APY DIVISION DIRECTOR AND COMMITTEE RESPONSIBILITIES

The Division APY Director, Division Immediate Past President and one member of the Annual Meeting Host Chapter make up the Division APY Committee. They will be responsible for all arrangements for the Division event.

The Division APY Committee recommends that the Division not limit the number of participants; however, there must be no less than two (2) participants for a division event.

The Division APY Committee will distribute a copy of the current APY Guidelines to each Chapter President no later than November 1.

The Division APY Director:

- a. Provides guidance and assistance to all chapters for holding an event.
- b. Processes and scores Division level event applications in accordance with guidelines.
- c. Notifies Chapter APY and their Chapter President of Participants eligibility for the Division APY Event (copies Division Board).
- d. Coordinates and conducts the Division APY event.
- e. Recommends policies and procedures for APY selection criteria to the Board of Directors.

Division event participants will individually appear on an equal basis and will be evaluated on:

- A. Part A – Application score;
- B. Part B - Actual event score (oral response score based on content, delivery, and language from the Division event. Chapter Part B scores are not considered in the Division event.

The winner is determined by highest score among the overall total of Part A and B combined scores. In the event of a tie, the participants that have a tied score will be called back to answer an additional question that would tie in with the first question that was asked.

The APY Chair serves as the moderator of the Division Event.

PART VI – SAMPLE SCRIPT



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Sample Script

PART VI – SAMPLE SCRIPT (*Recommend that Chapters follow*)

PRESIDENT: Good afternoon. I am Sue Smith CPS, Anytown Chapter President, IAAP. We are so glad you are here to witness the 20xx Alabama Division Administrative Professional of the Year Event. This event is a very meaningful one, and it takes a lot of preparation and courage on the part of the participants to be involved. At this time, I am pleased to present our 20xx Alabama Division Administrative Professional of the Year Event Chair and 20xx APY _____.

CHAIR: Thank you Madam President. I, too, am happy to see everyone at this year's event. The Administrative Professional of the Year recipient will be the Administrative Professional that best exemplifies the highest ideals of our profession. Each participant will be asked a question relating to our profession. They will be given this question five minutes prior to appearing before this assembly in which they will have three minutes to give their response. At the end of two and a half minutes, the timekeeper will indicate that the candidate has 30 seconds to end their comments. If the candidate continues, the timekeeper will indicate time is up and the candidate should immediately stop their response. Candidates are scored on content, delivery, language and image. The panelists' scores are added to the background scores already tabulated. The candidate with the highest score will be named the 20xx Anytown Chapter Administrative Professional of the Year. _____ will escort the candidates during the event. Will the candidates please leave the room with _____ now?

Today's panel consists of three individuals who represent the areas of entertainment, education, and administrative professional fields. It gives me great pleasure to introduce the panelists for the 20xx Administrative Professional of the Year event. Panelists, will you stand when I call your name please?

Introduce panelists and read bios on them.

You may be seated. Thank you. We ask that you do not leave the room, take pictures or talk during the event. Adequate time will be provided for pictures at the conclusion of our event.

_____ will you ask candidate # 1 to come in?

Read the question from a separate sheet and then step away from the podium.

Candidate answers.

Thank you candidate # 1.

Candidate leaves the room.

Repeat for each additional candidate.

CHAIR: _____ will you ask our candidates to all join us?

Participants return

CHAIR: Candidates, each of you were outstanding. Let's give our participants a round of applause. Madam President.....

PRESIDENT: Thank you _____(chair). While the APY Committee Members leave (with the panelists) we will have brief comments from _____.

Introduce person speaking. Speaker then makes remarks (approximately 10 minutes).

PRESIDENT: Thank you, _____. We enjoyed the information you shared with us. As I introduce our APY participants in alphabetical order, will you please stand when I call your name?

Introduce each candidate and read their bio.

PRESIDENT: Madam Chair.....

CHAIR: Thank you. It is with great pleasure that I introduce our 20xx Anytown Chapter Administrative Professional of the Year _____.

Congratulations. Do you have any comments as our new APY for 20xx?

20xx APY: *Gives any comments*

CHAIR: Let's give our 20xx APY and all our candidates another round of applause. Thank you all for your professionalism.

Now for our panelists, as a token of our appreciation and to again thank you for taking time to be with us, we have a gift for each of you.

Present gifts

Madam President.....

PRESIDENT: Thank you _____ (chair) and thanks to the APY Committee for presenting this great program. Would all of you please stand? You did a wonderful job. Thank you for all of your hard work. Panelists, again, thank you for being with us. Members and guests, have a great evening. Panelists and participants, please remain for photos.