

Alabama Division Administrative Professional of the Year (APY) Event

Guidelines



**International Association of
Administrative Professionals®**

APY EVENT TIME LINE

WHO	WHAT	WHEN
Division APY Chair	Distributes current APY Guidelines to chapter presidents	November 15
Chapter Presidents	Distribute to chapter members	November 15 or within a few days after
Chapter APY Chair	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 is met
Chapter APY Chair	Submits paperwork for chapter APY event to the division APY chair [Part IV].	Must be emailed or postmarked by April 15 .
Division APY Chair	<ul style="list-style-type: none"> • Provides guidance and assistance to all chapters for holding an event. • Processes and scores division level event applications in accordance with guidelines. • Notifies chapter APY and respective chapter president of participant eligibility for the division APY event. 	Prior to Alabama Division Annual Meeting (ADAM) held in June
Division APY Chair	Coordinates and conducts the division APY event.	Friday of ADAM
Division APY Chair	Recommends policies and procedures for APY selection criteria to the division board	Within 30 days following ADAM

Information included in these guidelines:

Part	Description	Pages
I	Chapter APY Committee Chair's Instruction Packet	3-13
II	Chapter APY Participants' Instruction Packet	14-22
III	APY Panelists' Packet	23-30
IV	Chapter APY Committee Submission Packet	31-34
V	APY Division Chair and Committee Responsibilities	35-36
VI	Sample Script	37-39

**Chapters must follow the
Alabama Division APY Guidelines
in order for the chapter winner
to use the title of APY**

PART I
Alabama Division APY Event

Chapter APY Committee Chair's
Instruction Packet



International Association of
Administrative Professionals®

GENERAL INSTRUCTIONS

1. The division APY chair will provide each chapter president a packet of guidelines for the Alabama Division Administrative Professional of the Year (APY) event by **November 15**.
2. Chapters must follow the Alabama Division APY Guidelines in order for the chapter winner to use the title of APY.
3. Chapter APY events may be held at the discretion of the chapter membership. It is not a mandatory chapter activity.
4. Chapter APY committee should include former APYs and/or SOTYs if at all possible.
5. In selecting participants, 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 chair.
6. The chapter's APY nominees and panelist's official scores are to be kept confidential by the APY committee.
7. 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:
 - A. Be a current professional member of IAAP
 - B. Be nominated by a member of their respective chapter (**Attachment I-a.**)
2. Ineligible participants are:
 - A. Current chairs 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; however, previous chapter APYs may compete at the direction of their respective APY chair

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:

- If such an event is to be held, where, when and how
- Determination of viable participants (requires minimum of two)
- Formation of event committee
- Timely coordination with division APY deadline (**April 15**)

A sample APY agenda for the first committee meeting 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 about two to three months before the event.

SELECTING PANELISTS FOR APY EVENT

Select three panelists 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 to be on standby in case one of the panelists were unable to attend. All panelists should be professionals 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 chair to be used for introductions at the event. These bios must also be submitted with the division event paperwork. Instructions for panelists can be found in Part III of these guidelines.

CHAPTER APY EVENT

See 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 to speed up the tallying process.

Have pen and paper (3 x 5 index cards) available for participants to use in prep room. **Effective beginning with the 2013 event, each participant will be allowed to have one 3 x 5 index card with notes at the podium.**

Have several calculators available for tabulating scores.

Sample Nomination Form
[on chapter letterhead]

I nominate Jane Doe, CAP-OM, for Administrative Professional of the Year for the ABC Chapter.

Reason for nomination

[Signature]

Nominations must be received by [committee chair]
no later than [date], 20XX
Email: sjones@xyz.com
FAX: xxx-xxx-xxxx

SAMPLE PLANNING MEETING AGENDA

ABC CHAPTER IAAP



ADMINISTRATIVE PROFESSIONAL OF THE YEAR COMMITTEE PLANNING MEETING

[Date and Time]



Agenda

LOCATION: [Anywhere street, Our Town]

REFRESHMENTS: [Nice to have on hand but not mandatory]

Agenda Items:

1. Select site for APY event.
2. Establish deadline for submission of credentials.
3. Reproduce and mail application guidelines or direct to division website.
4. Select potential panelists (written confirmation of request and information details).
5. Prepare tally sheets (**Attachment I-d**) with Part A scores recorded (different colors of paper for each participant is recommended).
6. Provide panelists with Presentation Rating Score Sheets (**Attachment III-a**) for each participant and a pen.
7. Chair will 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. Keep question confidential.
8. Chair will prepare tie breaker question and extra Presentation Rating Score Sheets in case of a tie. Keep tie break question confidential.
9. Select two timekeepers (one while preparing answer and one during presentation); 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 chapter meeting.
3. Determine paper, layout, content and printing of invitations and program.

SAMPLE APY EVENT AGENDA

ABC CHAPTER IAAP

Date

AGENDA

Welcome..... Marila Jackson, CAP-OM
President, Major Chapter

Invocation Teresa Martin
Past President, Major Chapter

Lunch / Dinner

Administrative Professional of the Year Event..... Jacqueline Chambers, CAP
Vice President, Major Chapter

Guest Speaker Kitty Perdue, CAP-OM
20XX Administrative Professional of the Year

Introduction of Panelists and APY Participants..... Jacqueline Chambers, CAP

20XX Administrative Professional of the Year Marila Jackson, CAP-OM

Closing Remarks..... Marila Jackson, CAP-OM

APY EVENT SEQUENCE

- Panelists should be seated in front of the room so that they can easily see and hear the participants.
- The chair will open the event by welcoming all attendees and introducing previous division APY/SOTY winners present and the current chapter/division APY. The chair will then outline the rules of the event.
- 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. 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. Have pen and paper (3 x 5 index cards) available for use in formulating thoughts. **Effective beginning with the 2013 event, each participant will be allowed to have one 3 x 5 index card with notes at the 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.
- Participants should not wear name badges prior to or during the event. Participant will be known only by number which should be 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 displayed at the designated area (podium, 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 minutes or over three 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 standing up and stating "Time"). 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. Two signatures are required and one must be a chapter or division officer. At the division level, the division APY chair, timekeeper, panelists, and division president and president elect will leave the assembly for the tallying process.
- Committee members will add Part A and Part B scores together to determine winning recipient.
- In the event of a tie, the participants that have a tied score will be called back to answer an additional question related to the first question.

- While the tallying is taking place, the chair/moderator will preside over the event and introduce a selected speaker who will 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 continue.
- 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 be asked to make comments.

_____ CHAPTER
ADMINISTRATIVE PROFESSIONAL OF THE YEAR EVENT

TALLY SHEET

Participants	1	2	3	4	5	6	7	8
PART B								
Panelist 1								
Panelist 2								
Panelist 3								
PART B Scores								
PART A Scores								
PART A + PART B								

Verified by: _____

Title: _____

Verified by: _____

Title: _____

Date: _____

Two verification signatures are required; one must be chapter or division officer.
This form and other documentation must be submitted to division APY committee chair.

SAMPLE RECOGNITION CERTIFICATE

ABC CHAPTER IAAP

Presented to

Mary Jane Doe

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

**For participation in the
2XXX Administrative Professional of the Year Event**

[Date]

ABC Chapter President

Chapter APY Event Chair

[Suggest making certificates for all participants]

SAMPLE APY WINNER CERTIFICATE

ABC Chapter IAAP

Has Selected

Mary Jane Doe

2XXX Administrative Professional of the Year

this ___ day of _____, 2XXX

ABC Chapter President

Chapter APY Event Chair

PART II
Alabama Division APY EVENT

Chapter APY Participants'
Instruction Packet



International Association of
Administrative Professionals®

Instructions for Submitting APY 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 which includes:

- Application (**Attachment II-a**).
- Resume (**Attachment II-b**) detailing all activities documented in Application (**Attachment II-a**). Note this is not a traditional resume but must follow the example provided.
- 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 the Application.
- Biographical Data Sheet (**Attachment II-c**). **Must be 250 words or less** (bios longer than 250 words will be edited to length).

PART A

ALABAMA DIVISION ADMINISTRATIVE PROFESSIONAL OF THE YEAR
APPLICATIONFor Period January 1 thru December 31
(unless otherwise stated)

	Allowable	Score
I. IAAP EXPERIENCE (90 points maximum)		
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 five 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 in current or immediate past year. 10 points. <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	
II. EDUCATION (125 points maximum)		
a. CAP Rating – Year Certified ____ 15 points CAP-OM Rating – Year Certified ____ 25 points (highest designation only) <i>No documentation required.</i>	25	
b. Recertified within last five years – Year ____ 10 points. <i>No documentation required.</i>	10	
c. Additional professional certifications received. (i.e. MOS, MCAS, Toastmasters, legal, medical, etc.) Does not include Notary. 1 point each. <i>Provide copies.</i>	5	
d. College Education		
College courses completed in past two years (1 point per credit hour up to 10 points)	10	
Associates Degree 5 points (use points for highest degree earned only)	15	
Bachelor's Degree 10 points		
Master's Degree 15 points		
<i>Provide transcript of classes/copy of degree.</i>		

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. 2.5 hour seminar would be 2.5 points). <i>Provide documentation listing date, topic and length.</i>	20	
f. Presented workshop/training session/seminar (minimum 1 hour). 2 points per contact hour; count in 30 minute increments after 1 hour. (i.e. 1.5 hour seminar would be 3 points). <i>Provide documentation listing date, topic and length.</i>	40	
III. PROFESSIONAL WORK EXPERIENCE (30 points maximum)		
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. 1 point per year. <i>No documentation needed.</i> If employed in current job less than six months, a letter of recommendation from the previous employer must be included. ½ point per year. (Breaks in employment must be accounted for on resume)	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/recognition. (Does not include Years of Service or Attendance Awards, Pay Raise or Promotion Recognitions.) 1 point each. <i>Provide copies.</i>	5	
IV. COMMUNITY SERVICE (10 points maximum)		
List your community service and include dates (includes advisory council/board). 1 point each. <i>No documentation required.</i>	10	
TOTAL	255	

Attach the following required information to this Application (**Attachment II-a**):

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

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

Signature

f. Presented workshop/training session/seminar (minimum 1 hour). 2 points per contact hour; count in 30 minute increments after 1 hour. (i.e. 1½ hour seminar would be 3 points). <i>Provide documentation listing date, topic and length.</i>	40	11
III. PROFESSIONAL WORK EXPERIENCE (30 points maximum)		
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. 1 point per year. <i>No documentation needed.</i> If employed in current job less than six months, a letter of recommendation from the previous employer must be included. ½ point per year. (Breaks in employment must be accounted for on resume)	10	4 0.5
b. Membership in other professional organizations. 1 point each. <i>Provide documentation.</i>	5	2
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	2
d. Awards/recognition. (Does not include Years of Service or Attendance Awards, Pay Raise or Promotion Recognitions.) 1 point each. <i>Provide copies.</i>	5	2
IV. COMMUNITY SERVICE (10 points maximum)		
List your community service and include dates (includes advisory council/board). 1 point each. <i>No documentation required.</i>	10	2
TOTAL	255	152.5

Attach the following required information to this Application (**Attachment II-a**):

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

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

Signature

SAMPLE RESUME

MARIANNE SMITH, CAP ABC CHAPTER

Period ending December 31, 2012

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

E-mail: msmith@aol.org

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

I. IAAP EXPERIENCE:

- a. Chapter Officer
 - President-elect – 2012-13
 - Vice President – 2011-12
 - Administrative Secretary – 2010-11
 - Treasurer – 2009-10
 - Chapter Committee Chair
 - Directory Committee – 2008-09
 - Finance Committee – 2008-09, 2009-10
- b. None
- c. New members recruited:
Lyn Stephens, Linda Lewis, Tracey Griffin -- 2010
- d. Developed ABC Chapter Recruiting Brochure -- July 2012
Published ABC Chapter Newsletter -- October 2012
- e. Member of Excellence -- 2011, 2012
- f. Alabama in Review article on "Membership" published -- October 2012

II. EDUCATION

- a. Certified Administrative Professional (CAP) -- May 2005
- b. Recertified CAP -- May 2010

- c. MOS (PowerPoint) -- June 2008
- d. Effective Communications, EC101, 3 hours credit -- December 2011
Bachelor of Science from the University of North Alabama -- May 2012
- e. Seminars attended in past year:
 - “Microsoft Word,” October 6-7, 2012, 12 hours
 - EFAM Seminars, August 1-4, 2012, 9 hours
 - ABC Chapter Seminar, “Social Media for Your Business,” March 3, 2012, 3 hours
- f. Seminars presented in past year:
 - “Time Management,” UAB Training and Development, June 3, 2012, 2.5 hours
 - “Organization Skills,” United Way of Central Alabama, August 10, 2012, 3 hours

III. PROFESSIONAL WORK EXPERIENCE

- a. June 2008–present - Administrative Assistant, UAB, Department of Electrical and Computer Engineering, Supervisor: Gregg Green

July 2006-June 2007 -- Unemployed

October 2005–June 2006 – Part-time Secretary II, University of North Alabama, Office of Continuing Education, Supervisor: Jim Matthews
- b. Alabama Legal Secretaries
Executive Women International
- c. Created Undergraduate Advising Brochure – June 2012
Maintained Departmental Website – 2012
- d. ABC Chapter Professional Development Award -- 2012
UAB Employee of the Month -- May 2012

IV. COMMUNITY SERVICE

- Birmingham Museum of Art Volunteer -- July 2012
- Festival of Trees Volunteer -- December 2012

Biographical Data Sheet

Linda B. Williams, CAP

Linda has been employed at UAB, Department of Electrical and Computer Engineering, since 2008. She is an Administrative Assistant, providing administrative assistance to 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 2012. Linda joined IAAP in 1995, received her Certified Administrative Professional rating in 2005 and recertified in 2010. She is currently serving as president-elect of the ABC Chapter, and has served as vice president, administrative secretary and treasurer. She was recipient of the ABC Chapter Professional Development Award in 2012.

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.

[NOTE – must be 250 words or less]

PART III
Alabama Division APY Event

Panelists' Packet



International Association of
Administrative Professionals®

APY EVENT - PANELISTS' 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.

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

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 chair will develop a question relating to the administrative profession that will be asked of each candidate (Part B) at the event. The candidates do not know the question prior to being asked 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. You will not need to total the points; the APY committee will handle. The timekeeper will verify presentation time.

APY EVENT SEQUENCE

1. The chair will open the event by welcoming all attendees and introducing previous division Administrative Professionals of the Year (APY) and Secretaries of the Year (SOTY) present and the current chapter/division APY. The chair will then outline the rules of the event.
2. 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. Participant will be known only by that number.
4. The participant will be escorted to the podium in the front of the main assembly area facing the panelists.
5. Evaluation starts when the participant enters the APY event room. Timing begins after the participant is given the question. Each participant has up to three minutes to respond to the question.
6. An APY committee member will ask each participant the previously agreed upon question for this portion of the program.
7. 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.
8. Panel members will have approximately two minutes to mark score sheets after each participant. If more time is needed, the event chair should be advised.
9. 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.
10. A member of the APY committee will collect the rating sheets from the panelists and leave the room for the tallying process. Panelists may be asked to participate in the tallying process.
11. In the event of a tie, an additional question in a sealed envelope relating to the first question will be opened at this time.
12. The APY committee will add Part A and Part B scores together and determine winning recipient.
13. 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**
The chapter expects that the decision is kept confidential and 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 an APY 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 and 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/she becomes a reference point and the last because he/she is more easily remembered. As a panelist, be equally attentive to the middle participants.
- **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/Organization**
- **Delivery**
- **Language**

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

- **Content/Organization --** The substance/purpose of a speaker's message
 - **Presentation Development, Structure and 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 and 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 and 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 and growth, and stimulate their thinking processes?
- **Delivery --** The mechanics of presenting the message
 - **Physical – Appearance and 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 or swaying?
 - How was the stage area and lectern used?
 - Did the body language contradict or reinforce the message?
 - Were the gestures effective, meaningless or stilted?
 - Did the eye contact cover and hold the audience?
 - Were the facial expressions friendly, revealing the emotional side of the speech?
- **Voice – Flexibility and Volume**
 - Did the voice convey the correct feelings and attitude for the message?
 - Was the voice firm to show strength, assured to show confidence, warm to convey friendliness or pleasing to win the audience, for example?
 - Did the voice have variations of rate and emphasis?
 - Was the volume adequate, varied and used effectively?
 - **Manner – Directness, Assurance and 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?
- **Language -- The choice of words and grammatical skill**
 - **Appropriateness to Presentation Purpose and Audience**
 - Was the language used compatible with the presentation, with the audience?
 - Did the language 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 and to the audience?

Alabama Division APY Event

Presentation Rating Sheet



Participant's No. _____

Panelist's Name: _____

Evaluation Item											Totals	
	Not Demonstrated		Did Not Meet Expectations			Met Expectations			Exceeded Expectations			
Content/Organization												
Professionalism	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		
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		
Professional appearance	0	1		2		3		4		5		
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		

Gray sections to be completed by APY Event Committee	
Points – 105 max	
Time (provided by official timekeeper): _____ <i>Deduct five points for presentations under two or over three minutes</i>	
Final Presentation Score – 105 max	

PART IV
Alabama Division APY Event

Chapter APY Committee
Submission Packet



International Association of
Administrative Professionals®

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 required when submitting a completed APY application to the division APY chair. Often errors are found in this area. If there are any questions or concerns regarding the application process, please contact the chair for clarification.

- Send the following documents to the division APY committee chair:
 - 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.
- Retain remaining packets until the Division APY Event is over. After conclusion, return all participant's packets to respective participants.

SAMPLE
Letter of Transmittal from Chapter President
(If chapter president is winner, president-elect prepares and signs)

[Date]

Division APY Chair

Dear Jane,

I am submitting the paperwork for the Division APY Event for the ABC Chapter. We are very proud of [name] and know she will represent our chapter well in the Division APY Event.

Our chapter APY chair this year was [name]. 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, 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
ABC Chapter President

c: Alabama Division President

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

The ABC Chapter certifies that the APY finalist was selected in accordance with the Alabama Division Administrative Professional of the Year (APY) Guidelines, Rev. 11/2012.

Date: _____

(Chapter APY Chair, ABC Chapter)

Date: _____

(Chapter President, ABC Chapter)

I agree that in the event of my selection as Division APY, I will accept the duties and responsibilities; be available to attend the Alabama Division Spring Conference and Alabama Division Annual Meeting at my own expense; and accept any assignment at the discretion and direction of the division board of directors.

Date: _____

(APY Finalist, ABC Chapter)

[The above statements must be signed by
the chapter APY finalist, the chapter APY chair and the chapter president.
If the president is the APY finalist, the president-elect will sign.]

PART V
Alabama Division APY Event

Division APY Chair and Committee
Responsibilities



International Association of
Administrative Professionals®

APY DIVISION CHAIR AND COMMITTEE RESPONSIBILITIES

The Division APY Chair, Division Immediate Past President and one member of the ADAM host chapters make up the division APY committee. They will be responsible for all arrangements for the division event.

There must be at least two participants in a division event.

The division APY committee will distribute a copy of the current APY Guidelines to each chapter president no later than **November 15**. Chapter presidents will distribute to chapter members on November 15 or within a few days after.

The Division APY Chair:

- Provides guidance and assistance to all chapters holding an event.
- Processes and scores division level event applications in accordance with guidelines.
- Notifies chapter APY finalist and the respective chapter president of participants' eligibility for the division APY event (copies division board).
- Coordinates and conducts the division APY event.
- Returns all participant packets to participants at the conclusion of the division event.
- Gives Tally Sheet to the division secretary to be filed with ADAM minutes.
- 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 the following:

Part A – Application score

Part B – Division presentation 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 participant with the highest combined score from Parts A and B is the division winner. In the event of a tie, the participants that have a tied score will be called back to answer an additional question related to the first question.

The division APY chair serves as the moderator of the division APY event.

PART VI
Alabama Division APY Event

Sample Script



International Association of
Administrative Professionals®

SAMPLE SCRIPT *[Recommended that chapters follow]*

PRESIDENT: Good afternoon. I am Sue Smith CAP, ABC 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 very meaningful, and it takes a lot of preparation and courage on the part of the participants. 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. They will have three minutes to give their response. At the end of two and a half minutes, the timekeeper, would the timekeeper please stand?, will indicate that the candidate has 30 seconds to end their comments. At the end of three minutes, the timekeeper will indicate time is up and the candidate should immediately stop his/her response. Candidates are scored by our three panelists on content, delivery and language. The presentation scores are added to the background scores already tabulated. The candidate with the highest score will be named the 20xx ABC 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 education, business/management, the administrative profession (non-IAAP), and/or media. 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? Their bios will be read later in the event.

[Introduce panelists.]

Thank you. You may be seated.

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, put it on the podium, then step away from the podium.]

CANDIDATE #1: [Answers the question.]

CHAIR: Thank you candidate # 1.

[Candidate leaves the room. Repeat for each additional candidate.]

CHAIR: _____ will you ask our candidates to 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 to tally the scores [with the panelists] we will have brief comments from _____.

[Introduce speaker. 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 your name is called?

[Introduce each candidate and read his/her bio.]

It is my pleasure to introduce our panelists. [Read bios of panelists.]

[Receive name of winner from APY chair.]

It is with great pleasure that I introduce our 20xx ABC Chapter Administrative Professional of the Year _____.

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

20xx APY: [Gives 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 day/evening. Panelists and participants, please remain for photos.