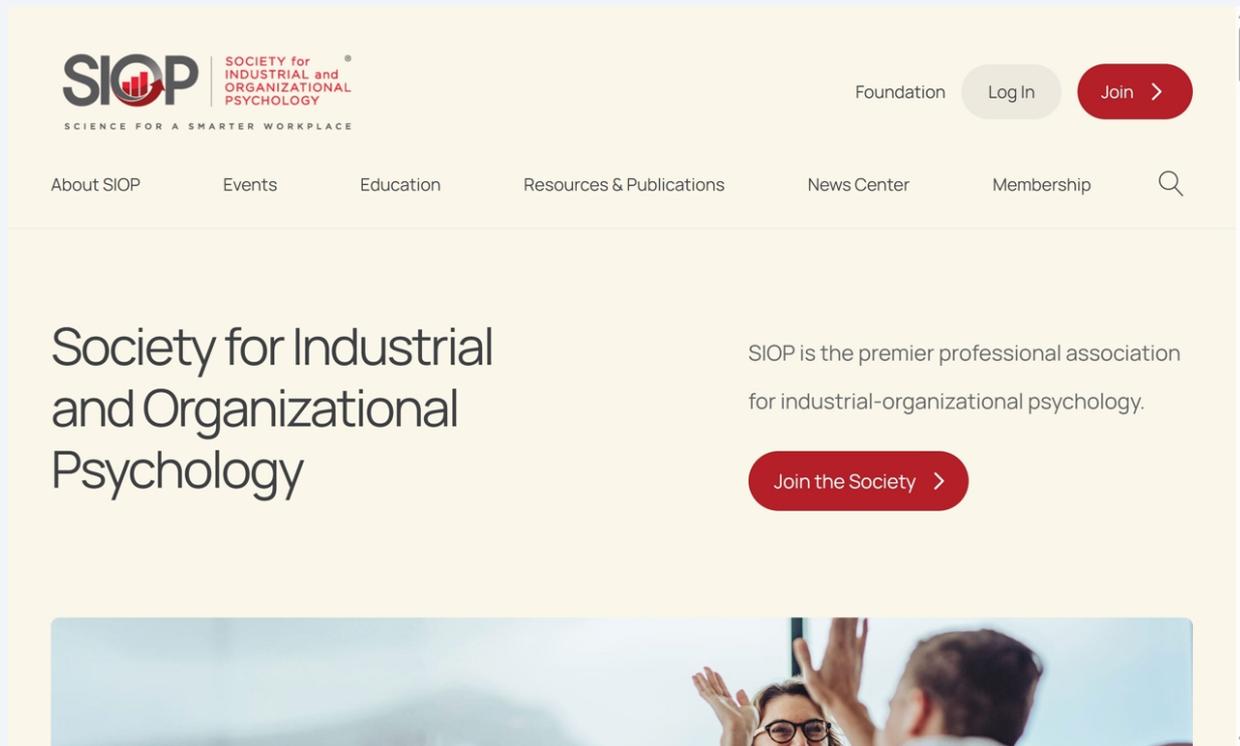


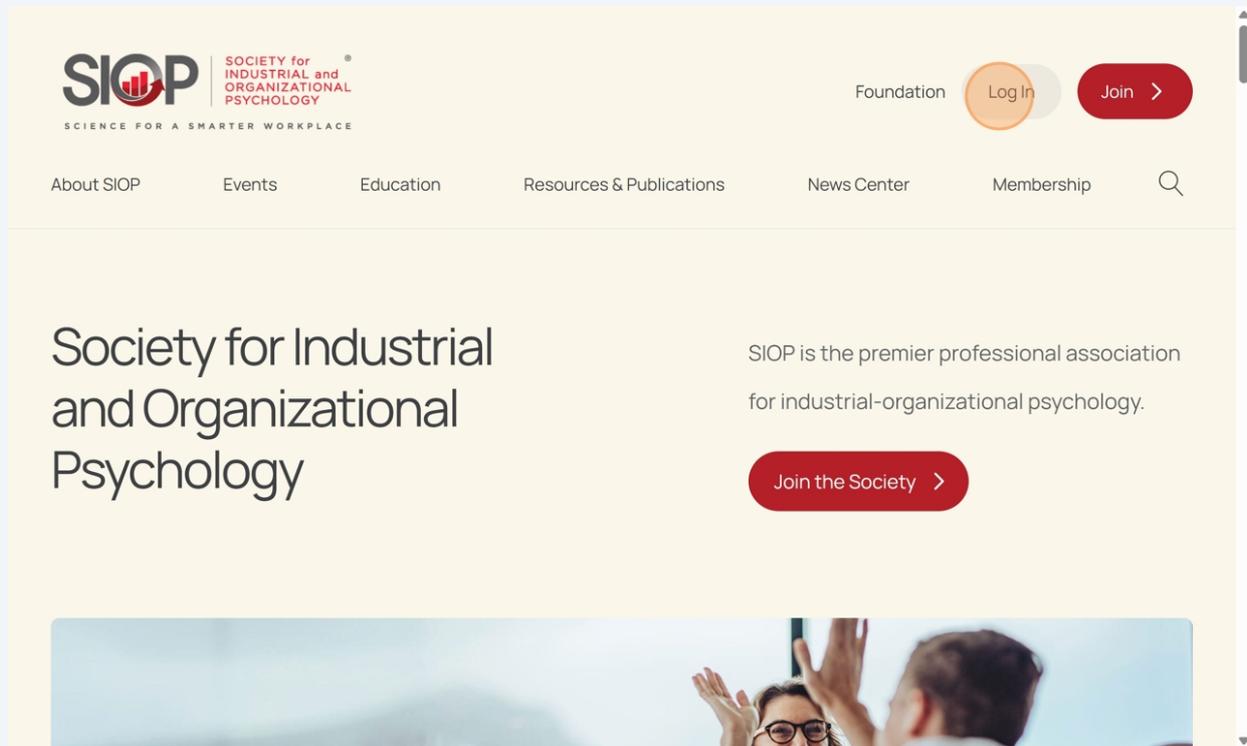
How to Nominate for a SIOP Award [Achievement & Best Paper Award] Example

This guide provides a step-by-step process for nominating someone for a SIOP award (in this example the Raymond A. Katzell Public Impact Award), ensuring that you don't miss any crucial steps. By following the detailed instructions, you can easily navigate the nomination system and successfully submit your nomination. Awards recognize deserving individuals in the field, promote their contributions, and foster a culture of appreciation within the professional SIOP community.

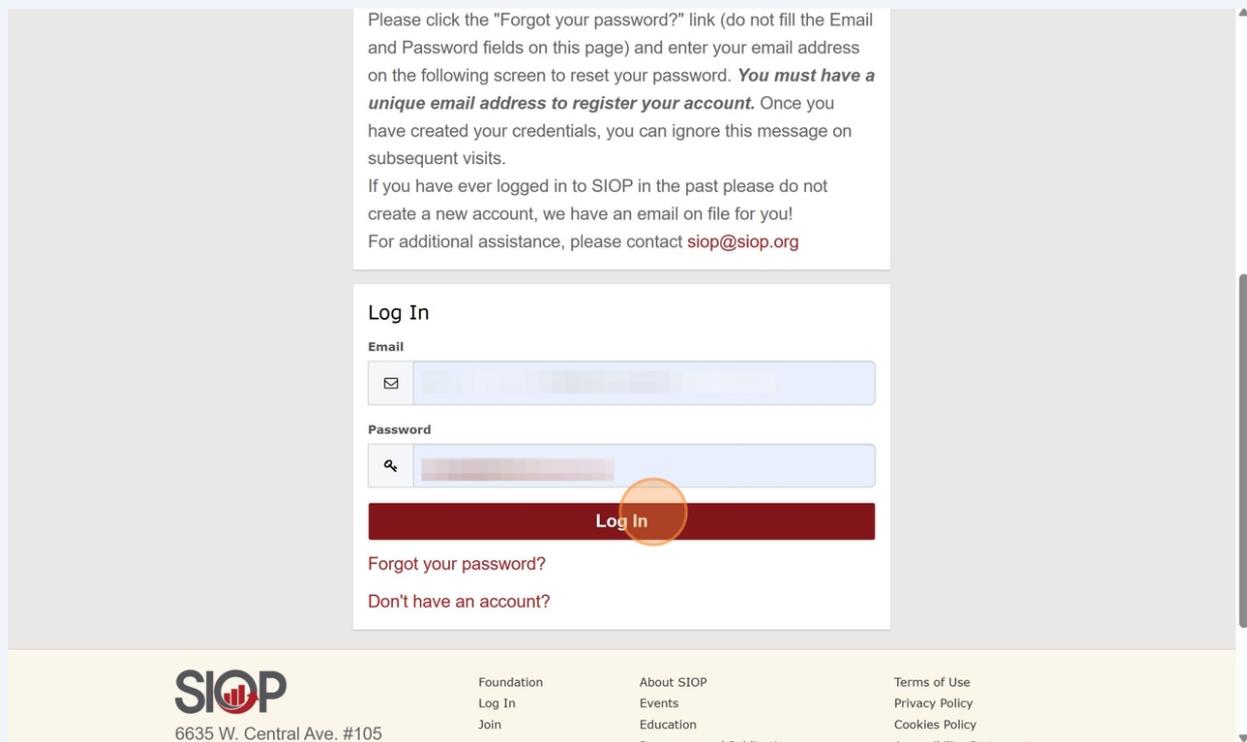
1 Navigate to <https://www.siop.org/>



2 Click "Log In"

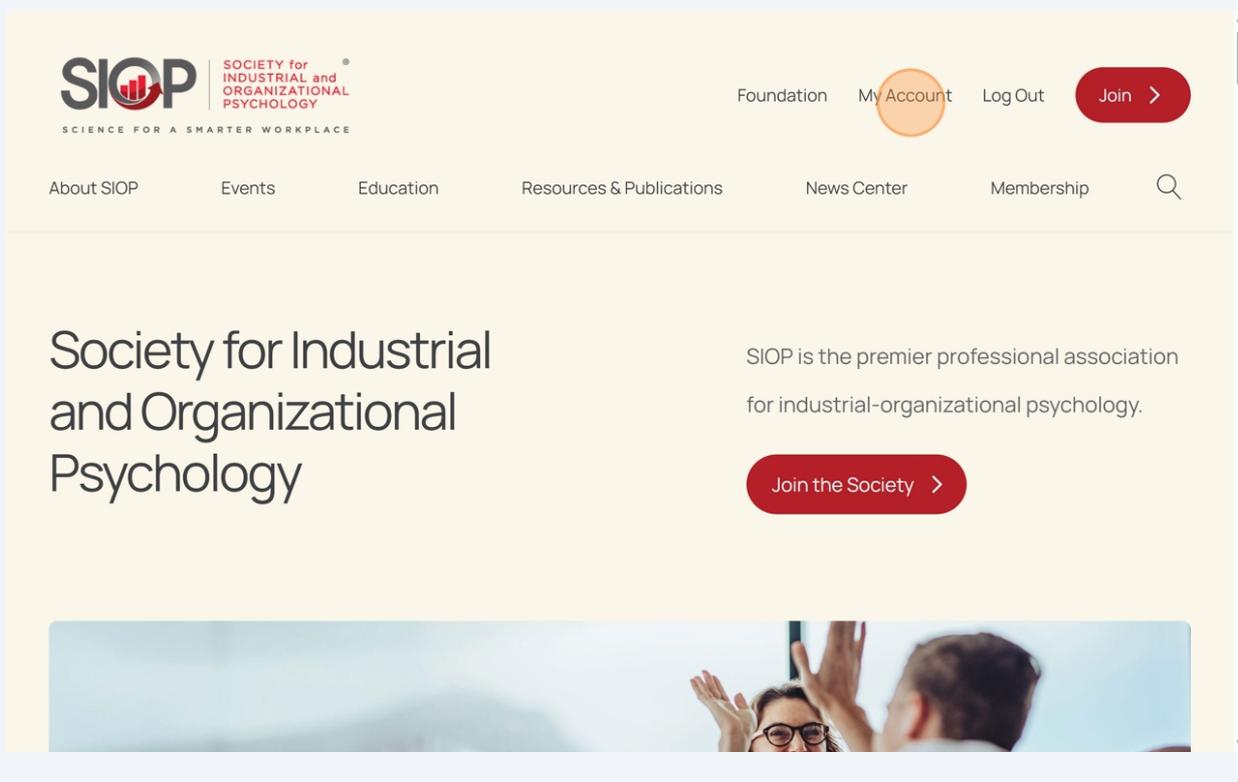


3 Insert your username and password and Click the **Log In** button.



4

Click **My Account** to visit your member portal to access the awards nomination process.



5 When viewing your Personal Snapshot, click "My Awards"

Personal Snapshot

View your latest notifications and snapshots of your profile.

Member Test

Personal
Summary of your personal contact information.

Full Name Member Test

SIOP Id 200000

Job Title

Account Phone

Mobile

Email

Mailing Street

Mailing City

Mailing State/Province

Checkout

You currently have items in your cart.

Checkout

6 To access the available awards and select a nominee, click "Nominate".

SIOP SOCIETY FOR INDUSTRIAL AND ORGANIZATIONAL PSYCHOLOGY
SCIENCE FOR A SMARTER WORKPLACE

About SIOP Events Education Resources Publications News Center Membership Directories Foundation Log In Join >

Personal Snapshot Upcoming Events Checkout Online Join Donate Now Log Out

My Awards

There are no Awards that exist on your account.

You do not have any pending post-winning tasks.

Nominate

7

For this example, we selected the "**Raymond A. Katzell Public Impact Award**" option from the drop down picklist using the right-hand arrows. Then click "**Next**" to move to the next step.

The screenshot shows a web interface for an "Award Nomination" form. The title "Award Nomination" is centered at the top in a large white font on a dark grey background. Below the title, the instruction "Submit an application by filling out below form." is displayed in a smaller white font. On the left side, there is a vertical navigation menu with the following items: "Personal Snapshot" (highlighted with a yellow border), "Edit My Profile", "Security & Login", "My Payment Methods", "My Scheduled Payments", "My Registrations", and "My Committees". The main content area is titled "Award Type Selection :" and contains the instruction "Select the award type that you would like to nominate for." Below this is a dropdown menu labeled "*Award Types" with the selected option "Raymond A. Katzell Public Impact Award". To the right of the dropdown is a blue "Next" button.

8

You will have the option (if applicable) to self-nominate or nominate another member for the award. In this example we selected the nominate "**Myself**" option using the drop down picklist using the right-hand arrows. Then click "**Next**" to move to the next step.

The screenshot shows the same "Award Nomination" form interface. The title and instruction are identical to the previous step. The navigation menu on the left is the same. The main content area is titled "*Who Is Being Nominated?" and contains a dropdown menu with the selected option "Myself". To the right of the dropdown are two buttons: "Previous" and "Next". The "Next" button is highlighted with an orange circle.

9

The page will appear with your contact information for reference in the text area. This is to confirm that you are the "Nominator". The choose a separate "Nominee", Click "**Next**"

Award Nomination

Submit an application by filling out below form.

- Personal Snapshot
- Edit My Profile
- Security & Login
- My Payment Methods
- My Scheduled Payments
- My Registrations
- My Committees
- Committee Roster
- Member Directory
- My Awards
- My Donation History
- My Orders

Your Contact Details:

First Name : Jane
Last Name : Smith
Title :
Phone : 419-038-0924
Email : jane.smith@smith.us
Primary Affiliation :

[Previous](#) [Next](#)

10

When you select **"Myself"** to self-nominate this will populate the nominee selection with your information.

NOTE: If you didn't select **"Myself"** you will need to, click **"Add Additional Nominee"** to search for your nominee

Award Nomination
Submit an application by filling out below form.

Nominees:
Here is the list of individuals who you are nominating for **Distinguished Service Contributions Award**.
For submissions that have multiple nominees, please click on "Add Additional Nominee" to add names. It is strongly recommended that all participants create a siop.org account if they don't already have one.

Nominees:
0 of 0 items

First Name	Last Name	Email
No items to display.		

[+ Add Additional Nominee](#)

If you do not wish to add more nominees, please click on *Next* to proceed with your nomination.

[Previous](#) [Next](#)

11

Ensure that the name and email which appears under "Nominees" is accurate and reflects your selection. Once confirmed, click "**Next**" to go to the next step.

Award Nomination
Submit an application by filling out below form.

Nominees:
Here is the list of individuals who you are nominating for **Distinguished Service Contributions Award**.
For submissions that have multiple nominees, please click on "Add Additional Nominee" to add names. It is strongly recommended that all participants create a siop.org account if they don't already have one.

Nominees:
1 of 1 item

First Name	Last Name	Email
Jane	Smith	Jane.Smith@smith.us

[+ Add Additional Nominee](#)

If you do not wish to add more nominees, please click on /Next to proceed with your nomination.

[Previous](#) [Next](#)

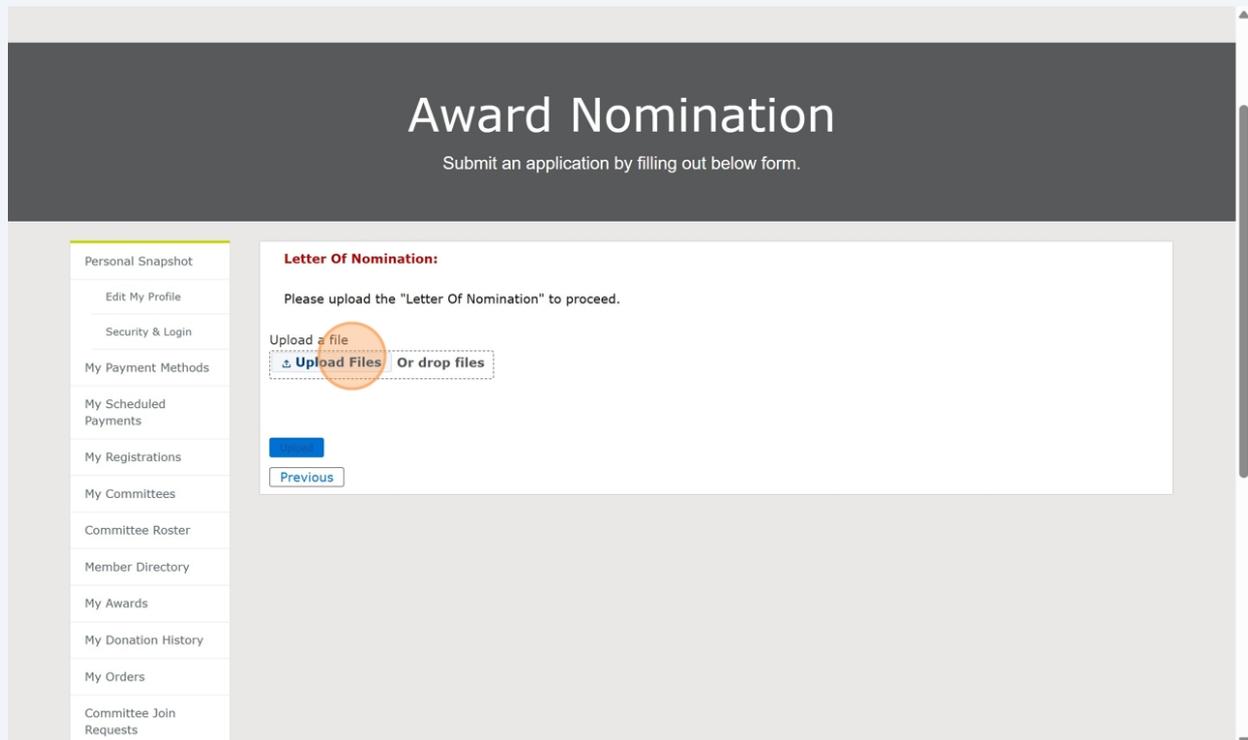
12

The next few steps require specific documents to be uploaded for designated award nominations. **NOTE: types of files that are eligible for upload include: PDF, doc, xls, PNG, GIF, JPG.** Documentation upload file size is restricted to 3MB

NOTE: You must first learn all specified documents with the information listed on the awards page under eligibility and criteria. Many of the documents differ by award.

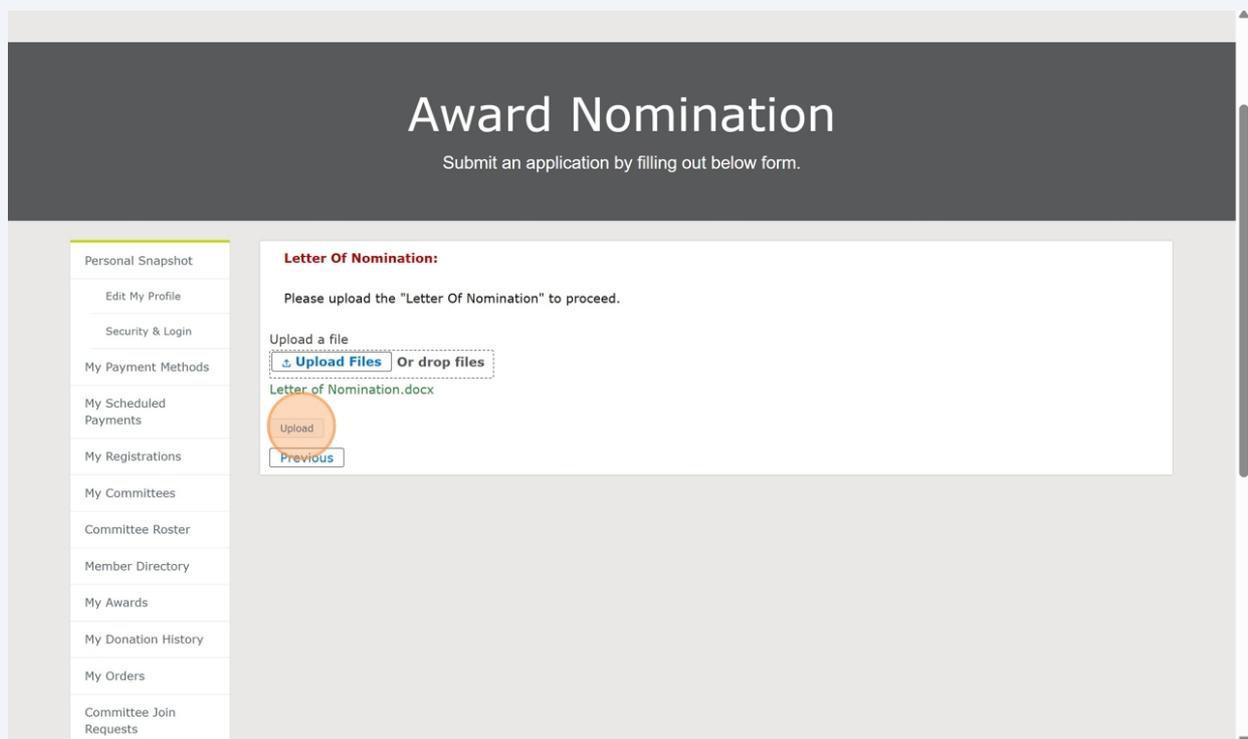
13

This award requires a "Letters of Nomination". Click "**Upload Files**" to add files from your computer or device to the nomination.



14

When you select the file from your device and the file name appears below in **green**, you will know that it has been added. Click "**Upload**" to complete the upload process



- 15 Click **"Next"** to move on to the next page of the nomination.

Award Nomination
Submit an application by filling out below form.

Letter Of Nomination:

Please upload the "Letter Of Nomination" to proceed.

File uploaded successfully.

Upload a file

[Upload Files](#) | [Or drop files](#)

Letter of Nomination.docx

[Previous](#) [Next](#)

- 16 This award requires a *"Support Material" file*. Click **"Upload Files"** to add files from your computer or device to the nomination. Then click **"Next"** to move on to the next page of the nomination.

Award Nomination
Submit an application by filling out below form.

Support Material 1 :

Please upload support material 1 before proceeding.

Upload a file

[Upload Files](#) | [Or drop files](#)

[Previous](#) [Next](#)

17

Incorporate any "Any additional supporting documentation or letter(s)". Click "**Upload Files**" to add files from your computer or device to the nomination. When you select the file from your device and the file name appears below in **green**, you will know that it has been added. Click "**Upload**" to complete the upload process.

Then click "**Next**" to move on to the next page of the nomination.

The screenshot shows a web interface for an 'Award Nomination'. At the top, a dark header contains the title 'Award Nomination' and the instruction 'Submit an application by filling out below form.' Below this is a sidebar menu with various user profile options. The main content area is titled 'Additional Supporting Documentation/Letter' and includes a red heading, a red instruction to upload, and a file upload area. The 'Upload Files' button is circled in orange. A 'Next' button is visible at the bottom right of the form area.

18

Continue following these steps to process any additional documentation uploads for the specific award requirements.

19

Answer the SIOP Anti-Harassment Policy question by selecting, either the "Yes" or "No" option.

The screenshot shows a web interface for 'Award Nomination'. At the top, a dark grey header contains the title 'Award Nomination' and the instruction 'Submit an application by filling out below form.' Below this is a sidebar menu with items: Personal Snapshot, Edit My Profile, Security & Login, My Payment Methods, My Scheduled Payments, My Registrations, My Committees, Committee Roster, Member Directory, My Awards, My Donation History, My Orders, and Committee Join Requests. The main content area features a form titled 'SIOP Anti-Harassment Policy:' with the question '*Has this nominee been subject to an investigation or been determined to be at fault for violating the SIOP Anti-Harassment Policy?'. A dropdown menu is open, showing 'No' as the selected option. At the bottom right of the form are 'Previous' and 'Next' buttons. An orange circle highlights the 'Next' button.

20

Click "Next" to access the final step of your nomination.

This screenshot is identical to the one above, showing the 'Award Nomination' form. In this version, an orange circle highlights the 'Next' button, indicating the action to be taken.

21 To complete the nomination, click "**Finish Nomination**".

*NOTE: you may click "**Save without Submitting**" and you will need to come back and finish the nomination before the deadline for it to be valid. When logging back in to complete a submission you will note a grey "Resume Nomination" button in the right hand side which will allow you to re-enter your submission. Documents may need to be re-uploaded.*

Award Nomination

Submit an application by filling out below form.

Personal Snapshot

Edit My Profile

Security & Login

My Payment Methods

My Scheduled Payments

My Registrations

My Committees

Committee Roster

Member Directory

My Awards

My Donation History

My Orders

Committee Join Requests

Thanks for your Award Nomination Application.

If you wish to save the nomination without submission, please click on "[Save without Submitting](#)" button.

Click on the "[Finish Nomination](#)" button to submit your nomination. The Staff will review your application and get back to you.

[Finish Nomination](#) [Save Without Submitting](#)

22 For additional support or questions about this process, please contact Awards Committee liaison, Heather Flattery, at hflattery@siop.org or the Business Process Manager, Scott Case at scase@siop.org. Thank you for your interest in submitting a nomination for the SIOP/SIOP Foundation Award Recognition Program.