

# STEPS TO Comp Laude® Award Vetting

Nominations open during the event and close March 31 the following year. Making a Comp Laude® nomination is just the first step! Once the nominations close, various committees get to work to identify finalists and the next Comp Laude® award winners. Committee members are industry experts from the Comp Laude® Advisory Board. These dates are general guidelines and may fluctuate depending on the date of the event.

## 1 DATA SCRUB

When nominations close, WorkCompCentral reviews all nominations received and "scrubs" data to compile duplicates and prepare for the vetting process. The scrubbing process typically takes 2 weeks after nominations close.

## 2 NOMINATION VERIFICATION

Next, a 3-step process begins.

- 1) All nominations are reviewed to ensure they are categorized properly.
- 2) Outreach begins to all NOMINATORS who submitted nominations to collect required data\* on nominees.
- 3) Nominations committee determines which nominations move forward based on info received. **Completed by April 30th.**

*\*If information required is not received, then the nomination is disqualified. Required info includes a current photo, bio, detailed narrative, and references. Other supporting info is accepted, but not required.*

## 3 VETTING PROCESS PART 1

Now the vetting process begins. The vetting committee performs outreach to the NOMINEES. The goal is to make contact with each nominee by phone and/or email to verify info received is accurate, qualify the info, and confirm nominees are aware of their nomination. Nominations are divided up and assigned to the vetting committee members. **Completed by May 31st.**

## 4 VETTING PROCESS PART 2

Once vetting assignments are made, committee members are tasked with reaching out to and having a conversation with nominees by phone. Vetting committee members are asked to document their conversations and identify what they feel distinguishes the nominee, e.g. why are they worthy of a Comp Laude® Award? What makes this nominee stand out? Each committee member determines who in their group passes on to be a finalist. **Completed by June 30th.**

## 5 JUDGING

The final stage of the vetting process is judging. Judges review all remaining nominees, or finalists, and the info collected via a dashboard provided by WorkCompCentral. Judges assign a score between 1-100 for each finalist. Once judges scores have been assessed, scores are tabulated and winners are identified. The top two awards, the Summa Comp Laude® and the Magna Comp Laude® are selected from the field of finalists and determined by WorkCompCentral management along with select advisory board members (committee). **Completed by Mid-August.**



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