

## **IWFM Newcomer of the Year**

This award aims to uncover exceptional new talent in the profession, identifying individuals who have made a significant impact on the provision of workplace and facilities management services within the first three years since joining the profession. Our winner will be an ambassador for FM, be passionate and committed to CPD and promoting workplace and facilities management as a career of choice, having gained significant respect of their colleagues and leaders within their organisation. They will be knowledgeable about the issues faced by facilities professionals and proactive in driving the profession forward.

### **Who should enter?**

Workplace and facilities professionals that are likely to have been in the profession for up to three years, either at the start of their career or having joined from a different sector and who work for an in-house team or a service provider. They will be able to demonstrate significant tangible impact and evidence how they meet the criteria. Entries are welcomed via self-nomination or by an employer, colleagues or peers.

### **Entrant details**

Full name

Job title

Organisation

Individual's name and job title, as you would like to be referred to in the Awards process

### **Organisations involved**

To help IWFM identify conflicts of interest in the judging process please list all organisations involved in this entry, including agencies, suppliers or partners.

## Entry summary

**Please provide a 150-word executive summary of your entry to ensure that the judges or a person with no prior knowledge can quickly understand it and which (should you be named as a finalist) will be used at the Awards ceremony.** Please write the summary in 3<sup>rd</sup> person and do not include any private or sensitive information as this may be available publicly.

## What the judges are looking for

- Confidence, self-awareness and an understanding of personal impact, influence and relationships within the team, as well as evidence of acknowledged recognition from management, employing and/or client organisations.
- A determination to succeed, demonstrating how goals have been achieved to date and what plans are in place to reach personal and career ambitions in the future.
- Examples of standout moments and highlights of career up to now.
- A solid grasp of the challenges and opportunities facing workplace and facilities management and how they should be managed for the profession to thrive.

## How to create a winning submission

- This entry form is your opportunity to tell the judges why your team or project should be recognised and celebrated: be proud, be clear, show evidence, and sing your own praises!  
*Tip: Do consult the good practice guidance on the [IWFM website](#) for useful resources to help you focus on the key aspects of your entry.*
- Judges are looking for clear, concise information, written in good English in each of the sections when assessing the entries.
- Read each question fully; the judges need to know you have understood the question and answered it directly. Incomplete responses will not attract a score.
- Please note, each section has a word limit specified next to the question. Stick to the word limit as any words beyond the limit will not be read.
- Documents, illustrations, photos and video can be used to make your entry come alive, these can be referenced and included in your supporting evidence document.
- Equity, diversity, inclusion, responsible business, and carbon reduction all underpin great workplaces and facilities, and every award entry should demonstrate these principles and their impact in the organisation and project, please be mindful that activity does not equal impact.

## Entry questions

1. **Demonstrate your passion and commitment to workplace and facilities management as your chosen career and what personally drives you to succeed within it (350 words maximum)**

- 2. Evidence a commitment to continuous learning and professional development, involvement with the wider profession (including with professional bodies), engagement with others to advance your career and promote the profession (350 words maximum)**

- 3. Evidence your impact in your organisation, your influence on service delivery and key achievements which have contributed to positive business outcomes (350 words maximum)**

4. **Comment on the future of the profession and the sector and articulate the key issues it faces and how it might evolve in the future, demonstrating original thinking in creating effective workplaces and/or service delivery, including using technology (350 words maximum)**

5. **Evidence your potential to be a future leader, including personal impact and ambassadorial capability, impacts on peers and other colleagues (350 words maximum)**

6. **Summarise your career aspirations and how you plan to advance them** (350 words maximum)



7. **Describe how equity, diversity and inclusion works in your organisation through your policies, procedures and operational practices and how you have incorporated its principles into your professional practice. (200 words maximum)**

### Supporting document

As part of your supporting evidence document please include the below items:

- Include a range of testimonials (e.g., from managers, clients, team members, peers)