



Guide to Conducting an Applied Ergonomics Internal Competition In Preparation for the Applied Ergonomics Ergo Cup® competition

Use this guide to plan, develop and implement your company's internal applied ergonomics team competition. The information contained in this document will ensure your internal ergonomics competition prepares your team(s) for competing in the annual Applied Ergonomics international Ergo Cup® competition.

Please note two important points. Your company is not required to conduct internal competition in order to enter the Ergo Cup® competition. Your company may enter more than one team. Other documents to help prepare your application and presentation are available at www.appliedergo.org/conference.

The Ergo Cup® award competition is an exclusive feature of the annual Applied Ergonomics Conference and Expo. The Ergo Cup® award, co-sponsored by The Ergonomics Center of North Carolina and Edward P. Fitts Department of Industrial and Systems Engineering at North Carolina State University and presented by the Applied Ergonomics Community (AEC) and the Institute of Industrial Engineers (IIE), honors teams that present outstanding ergonomics solutions in the areas of engineering, training and teamwork.

The Applied Ergonomics Community and IIE are grateful to the following dedicated people who compiled this document.
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Conducting an Internal Applied Ergonomics Competition

Benefits:

1. Recognizes the team work involved in defining a problem and developing an innovative solution that saves money, increases morale, and reduces or eliminates injuries.
2. Encourages teams to address issues more completely and more quickly
3. Elevates the visibility of employees who solve problems
4. Generates a global team spirit
5. Prepares teams more effectively to compete in the international Ergo Cup® competition
6. Moves theory of ergonomics to the level of *applied ergonomics* by putting a solution into action

This document includes:

- Guidelines for establishing a successful internal applied ergonomics competition
- A suggested time line to help your company prepare well
- Categories which match the Applied Ergonomics international Ergo Cup® Competition
- Action aids to help organize your internal competition
 - Suggested e-mail text to announce the competition
 - Suggested e-mail text to solicit judges
 - Sample publicity write up
 - Sample submission form
- Supporting documents available at www.appliedergo.org/conference include:
 - Power Point template to help in the flow of the presentation to the company judges
 - Excel spreadsheet with cost estimates to help teams plan for attending the Applied Ergonomics Conference and Expo
 - Sample certificates in each of the three categories for use in your internal competition

(All are designed so you can customize them for your use.)

Details on the Ergo Cup® competition, including a time line based on the current date of the Applied Ergonomics Conference and Expo, and links are available on the Applied Ergonomics Conference Web site at <http://www.appliedergo.org/conference>.

STEP ONE: PLAN YOUR INTERNAL APPLIED ERGONOMICS COMPETITION *(Begin at least seven months prior to the Applied Ergonomics Conference and Expo Ergo Cup® submission deadline.)*

You will need to address several key issues as you plan your internal competition. Addressing these up front will make it easier for you to coordinate activities and ensure a successful competition.

1. Familiarize yourself with the Applied Ergonomics Ergo Cup® categories, the judging criteria (Attachment 1), and the deadline for entering the international competition. You will need to know this information to answer questions that may arise as the teams work through the submission process.
2. Establish company procedures for documenting successful projects and submitting them for entry in the internal competition. Companies have used both an electronic submission process and in-person team submissions. The main advantage of an electronic submission process is that geography will not be a barrier. In-person team submissions offer the advantage of question-and-answer sessions with the judges. Attachment 2 is a sample submission form that mirrors the information required to apply for the Applied Ergonomics Ergo Cup® competition. It can be used for both electronic and in-person submissions.

If you have a large number of submissions, you may want to consider holding a two-stage competition (i.e., one round of judging to select finalists and another round of judging to select the winner). Or your company may desire to have finalists from different departments, regions, divisions, etc. all enter the international competition.

A PowerPoint template is available at www.appliedergo.org/conference to help teams develop a presentation. We recommend that teams use this template to ensure consistency in the information provided about the project. A presentation that follows the outline in the template will also help the team fulfill the requirements for the international Applied Ergonomics Ergo Cup® competition.

3. Obtain approval and funding for the winning team(s) to attend the Applied Ergonomics Conference. Funding typically includes: travel costs, registration fees, charges related to creating and shipping a display booth, and, in some cases, expenses for time spent preparing for and participating in the competition. A budget estimation spreadsheet is provided for you in supportive documents to estimate the costs. If you obtain funding now, you will know how many teams you can enter in case they **all** are selected as finalists for the Applied Ergonomics Ergo Cup® competition.

STEP TWO: COMMUNICATE WITH POTENTIAL PARTICIPANTS AND RECRUIT JUDGES

(At least six to seven months prior to the Applied Ergonomics Conference and Expo Ergo Cup® submission deadline.)

Notify eligible participants

1. Notify all eligible participants of the internal Applied Ergonomics competition and begin the process of selecting judges several months prior to the time you will host the day of competition. When you announce the competition, be sure to include detailed requirements for participation and a schedule.
2. Plan for several reminder notices following your initial announcement. Sending several follow-up messages will keep the competition top-of-mind with potential participants and usually results in more participation. Sample e-mail text is provided in Attachment 3. Be sure to attach the category explanations and sample submission form (Attachment 2) to your initial announcement and to at least one reminder message.
3. Set deadlines for registering to enter the competition.
4. Determine a date when you will announce the competing teams. Take into consideration holidays, the business work cycle, and other dates specific to your company. Provide enough time for the selected teams to prepare a presentation for the day of competition.
5. Set a date for the competition event or a date when the judges must turn in their selections.
6. Your company may want to hold an overview or briefing with all possible teams to review the internal competition event and explain about the Applied Ergonomics Conference and Expo and the Ergo Cup®. You can choose to do this anytime after you have finalized the process for determining eligibility for the company's teams.

Select Judges

1. The judges you select for your internal competition need to be able to commit sufficient time to judge entries and must be able to maintain impartiality. Try to engage members of upper management as judges.
2. The personal recognition received by the competing teams will be heightened if voiced by company leadership.
3. In addition, as judges, your company's senior management will see first-hand the ergonomics innovations being achieved in your company, and that generally leads to higher perceived value for ergonomics programs and initiatives.

STEP THREE: APPLIED ERGONOMICS TEAMS PREPARE THEIR SUBMISSIONS *(Two months prior to the internal competition event)*

The Applied Ergonomics teams have the toughest work to do – pulling together the information to prepare their submissions. All submissions need to include the category under which the project is being submitted, a high-level description of the project, a brief problem description, a description of the solution, and a summary of the outcome. Attachment 4 is a tip sheet that will help teams include the correct level of information in their submissions.

Your company's internal submission form can be similar to the one used for the Applied Ergonomics Ergo Cup® Competition submission form so the teams do not have to re-work their submissions completely.

Teams need to submit their applications and prepare a pre-competition presentation between the time the competition is announced and the deadline your company sets for the competition.

STEP FOUR: JUDGES REVIEW SUBMISSIONS AND SELECT WINNERS *(Two months prior to the Applied Ergonomics Conference and Expo Ergo Cup® submission deadline.)*

Your company can determine if you will have regional finalists competing for one winning team to enter the Ergo Cup® Competition or enter all your finalists. Your company can enter multiple teams. Modify the time line based on whether you hold one competition event or several. Many companies hold internal competition at each facility and enter the winning team from that facility.

Use a judging form that lists the entry names and enumerates the rating criteria to ensure that all judges are evaluating submissions based on the same criteria. Attachment 5 includes sample scoring sheets that mirror those used in the Applied Ergonomics Ergo Cup® competition.

Be sure to provide the judges with clear guidelines on how they should proceed as they select the winner(s)/finalists. Attachment 6 is a sample judging protocol.

STEP FIVE: PUBLICIZE AND DOCUMENT YOUR INTERNAL COMPETITION (A few weeks prior to the internal competition and immediately following it.)

1. The ways companies have chosen to publicize the results of their internal Applied Ergonomics team competitions have ranged from award dinners to e-mail notifications. Whatever the method, every team needs to be recognized for its contribution.
2. Determine which projects can be publicized to the local community and within the company newsletter. This added recognition goes a long way in encouraging others to look for better ways to improve work processes.
3. Take photos and post them on your company's intranet.
4. You may choose to organize an awards dinner for your participating teams following team demonstrations and present awards at the dinner.
5. The announcement of the finalists is an opportunity to recognize all participants and to celebrate the impact that ergonomics is having in your organization. Attachment 7 is a sample e-mail text for announcing the winner(s) / finalists. You can modify this if you want to publicize the finalists.
6. Award the winner(s) of the internal competition a token of recognition for their achievement. Along with certificates (template provided in the supportive documents), you may want to consider presenting winners with trophies or plaques.
7. If any of your company's teams wins one of the Applied Ergonomics Ergo Cups®, you definitely want to publicize this information. Work with IIE on this to obtain photos and supportive text about the Applied Ergonomics Conference and Expo.

STEP SIX: COMPLETE THE ERGO CUP® COMPETITION SUBMISSION FORM

(See current conference submission deadline)

1. Be sure the winners of your internal competition submit an application for the international Applied Ergonomics Ergo Cup® competition. The submission deadline is published on the Applied Ergonomics Conference website (www.appliedergo.org/conference). Participants can apply online at the web site.
2. Prepare the documents **early** for the Applied Ergonomics Ergo Cup® submission.
3. Finalists are selected and announced **within one month** following the Applied Ergonomics Ergo Cup® submission deadline.

STEP SEVEN: PREPARE FOR ATTENDING THE APPLIED ERGONOMICS CONFERENCE

1. Eligible teams from among those submitted are selected by the Applied Ergonomics Conference and Expo judges and are invited to display and demonstrate their projects in the exhibit hall during the conference.
2. Teams competing for the Applied Ergonomics Ergo Cup® competition must send at least two representatives per booth to the conference, and each team member is required to register for the conference. A discounted registration fee is extended to Ergo Cup® team members and there is a special team registration form to use.
3. Be sure to book rooms in the conference hotel as soon as possible to get the best room rates and special deals.
4. If you choose to organize a group activity or dinner for your participating team members while at the Applied Ergonomics Conference and Expo, be sure to plan well in advance of the conference and notify every one of the time, location and travel arrangements.
5. Each finalist team will be allocated a 10' x 10' booth in the exhibit hall at the Applied Ergonomics Conference. The exhibit hall will feature all finalists for the Applied Ergonomics Ergo Cup® competition, allowing the judges and all attendees to see first-hand how you present and describe your “challenge/problem” and “solution.”

6. Booth Equipment: Each 10' x 10' booth will be set with an 8' high back drape and 36" side dividers, one 6' draped table, two side chairs, one wastebasket, and a 7" x 44" identification sign. For additional items such as electrical, internet, shipping and materials handling instructions, your team leader should contact the show service contractor that is listed in the exhibitor kit, normally provided on a CD by service contractor. The kit will be sent to all finalists selected for the competition.
7. You will need team representation in your booth during the exhibitor hours. Exhibit hall hours run in two-hour blocks. This allows you time to attend seminars and keynote speaking luncheons.
8. In addition to the Ergo Cup® finalists, the exhibit hall will have vendors targeting the safety, health, ergonomic, and manufacturing markets, so you may want to source new vendors during the conference.
9. Approximately one and one-half months prior to the Applied Ergonomics Conference and Expo, the finalist teams will be asked to send **videotape** and supporting information for inclusion on a video that will highlight all finalists in the Applied Ergonomics international Ergo Cup® competition. The video shown at the Applied Ergonomics Conference should contain all entrants. Begin videotaping your team in stages as you tackle the problem and solution. After the conference, if your company does not want to be included on the promotional video used for the conference that is posted to the Web site, let IIE know.
10. The announcement of the winners at the Applied Ergonomics Conference and Expo is an exciting time. There are three Ergo Cups® awarded and five Ergo Excellence Awards. The Ergo Excellence awards are voted on by attendees using the same criteria for the Ergo Cup®.
11. IIE, as producer of the conference, will prepare press releases with photos to send back to your company and local papers. Please be sure to complete a press information form once IIE sends it to your team leader.

STEP EIGHT: PREPARE FOR THE DEMONSTRATION IN YOUR BOOTH AT THE APPLIED ERGONOMICS CONFERENCE AND EXPO

1. Prepare how you will “tell your story” to attendees at the Applied Ergonomics Conference and Expo. They all want to hear your problem and solution, but will have limited time to hear your story. Keep it simple.
2. Team demonstrations have ranged from simple hands-on demonstrations to video displays and computer simulations. Whatever the method, your team needs to be well-prepared, must display your project clearly and provide a brief written summary of the project.
3. Team members should prepare and practice a short “elevator speech.” This lets all team members present the activities and impacts of their submission clearly and consistently in a short amount of time.
4. Make sure the display booth for the project presents all the pertinent information in a manner that both conference participants and judges will be able to understand easily.
5. The written summary needs to be a succinct one-page summary of the activities and impact of the team’s project.
6. You may have handouts of your project and company tokens or trinkets, but you cannot conduct drawings for prizes at your booth. **This will disqualify you.**



Recommended Time line –

This is based on the deadline for the Ergo Cup® application.

- | | |
|-------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|
| Step One: Plan Your Internal Competition | 7 months |
| Step Two: Communicate with Potential Participants and Recruit Judges | 7 months |
| Step Three: Applied Ergonomics Teams Prepare Their Submissions | 3 months |
| Step Four: Judges Review Submissions and Select Winners | 2 months |
| Step Five: Publicize and Document Your Internal Competition | 2 months |
| Step Six: Complete The Ergo Cup® Competition Submission | Deadline as listed on site |
| Step Seven: Prepare for attending the Applied Ergonomics Conference | When selected (Teams are notified typically one month after the deadline.) |
| Step Eight: Prepare for the Demonstration in Your Booth at the Applied Ergonomics Conference and Expo | Begin as soon as you have been selected. You will have approximately 2 months to prepare. |

ATTACHMENT 1 A: OVERVIEW OF THE ERGO CUP® COMPETITION CATEGORIES

(These mirror the Applied Ergonomics international Ergo Cup® Competition categories.)

The goal of this competition is to recognize and encourage the development of innovative ergonomics solutions and education in the workplace. Any organization that can demonstrate an effective ergonomics solution or education initiative for the 24 months prior to the conference is eligible to compete.

There are three Ergo Cup® Categories: team-driven workplace solutions, engineering/ergonomist-driven workplace solutions, and training and education. The general theme across all Ergo Cup® categories is *innovation*. Consequently, off-the-shelf improvements will not be considered (even if they are great ergonomics solutions and generate an excellent return-on-investment). Innovation is defined as "a new device or process created by study and experimentation."

1. Team-driven workplace solutions – At least 75 percent of the problem-solving effort is conducted by in-house individuals whose primary responsibilities involve production and maintenance. Some technical support by in-house health and safety, engineering/ergonomist staff is permitted as members of the team or as support of the team. Support from outside consultants is permitted but only company representatives are permitted on the presentation team if selected as an Ergo Cup contestant.
2. Engineering/ergonomist-driven workplace solutions – At least 75 percent of the problem-solving effort is conducted by in-house engineers and ergonomists. Some technical support from outside consultants is permitted, but most activities are conducted by in-house resources. Only company representatives are permitted on the presentation team if selected as an Ergo Cup contestant.
3. Ergonomic program improvement initiatives – Must be a planned ergonomic program improvement initiative, process or management system designed to improve the effectiveness of a location's overall comprehensive ergonomics program. Examples include, but are not limited to: ergonomic training programs, incorporation of ergonomics into change management systems, ergonomics risk assessment processes, ergonomic prioritization systems, return-to-work programs, office ergonomic programs and ergonomic programs designed for mobile and/or telecommuter employees.



ATTACHMENT 1 B: JUDGING CRITERIA

Workplace Solutions (Same for Team-driven and Engineering/ergonomist-driven categories)	Ergonomic Program Improvement Initiatives
<ol style="list-style-type: none"> 1. The solution is a newly created device or process. 2. The solution was created or significantly improved through study and experimentation. 3. The solution is simple and straightforward. 4. The solution provides an attractive return-on-investment and explains its financial success. 5. The solution significantly reduces or eliminates ergonomic risk. 6. The quality of the presentation was excellent, including problem statement, clear descriptions and metrics with visuals. 	<ol style="list-style-type: none"> 1. The program improvement initiative is innovative. 2. The program improvement initiative had clear measurable performance objectives, and they were met. 3. The program improvement approach is simple and straightforward. 4. The program improvement is sustainable. 5. The program improvement initiative led to significant ergonomics solutions or prevention of risk exposures in the workplace. 6. The program improvement initiative led to business gains (attractive return on investment) and/or reduction in disability costs. 7. The quality of the presentation was excellent including problem statement, clear descriptions, and metrics with visuals.



ATTACHMENT 2: SAMPLE SUBMISSION FORM

CONTACT INFORMATION

Name of Organization or Company:

Team Leader / Main Contact:

First Name:

Last Name:

Title:

Address:

City:

State/Province:

Postal / Zip:

Country:

Phone:

Fax:

E-mail:

PROPOSAL INFORMATION

Category (Select one category only):

- Workplace Solutions I (Team-driven Workplace Solutions)
- Workplace Solutions II (Engineering/Ergonomist-driven Workplace Solutions)
- Ergonomic Program Improvement Initiatives

Location of organization being demonstrated:



(QUESTIONS) DESCRIPTION OF PROBLEM AND RESULTS

Provide one or two sentences describing the problem this project addresses.

Provide a short description of your solution or education initiative.

What measurable outcomes resulted from your solution or education initiative? (Note: one way past entries have answered this is by addressing the metrics of safety, quality, delivery and cost).

ATTACHMENT 3: SAMPLE E-MAIL ANNOUNCEMENT AND REMINDER TEXT

Sample e-mail text to invite participation in your internal competition

I am pleased to announce **Company X's** internal Applied Ergonomics competition. The goal of this competition is to recognize and encourage the development of innovative ergonomics solutions and education in the workplace. The winning team(s) will be sponsored to compete for the Ergo Cup® at the annual Applied Ergonomics Conference and Expo.

Please see the attached "Overview of the Ergo Cup® Competition" for a description of eligibility requirements, entry categories and the criteria for selecting winners. The attached submission form asks for information on your entry, including:

- What was the ergonomics problem?
- What did you do for an ergonomics solution or training initiative?
- Can you describe measurable outcomes from your efforts?

Please send your completed submissions to **e-mail address** by **date**. Our judges will be announcing the winner(s) on **date**. Any questions about this competition should be addressed to **name**, **phone number** and email **address**.

(Modify these samples to suit the time line for your company's process. Some companies select finalists and host a competition day. Others select winners from various locations and enter all into the international competition.)

Sample e-mail Text to Invite Judges for Your Internal Competition

I hope you will consider serving as a judge for **Company X's** internal ergonomics competition. Your participation will be very much appreciated by everyone involved.

Judging requires that you review submissions and collaborate with the other judges in the selection of the winner(s). We will provide judging sheets with clear criteria, as well as a step-by-step protocol for you to follow. **Elaborate on details**

Key Dates:

- You will receive all submissions by **date**.
- We will expect the judges to announce winners/finalists on **date**.
- The competition day will be **date**
- We will send a congratulatory announcement to all participants by **date**.

ATTACHMENT 4: TIPS FOR PREPARING YOUR ERGO CUP® SUBMISSION

Category Selection

Read the guidelines for each category as described in Attachment 1 (Overview), then choose the category which best describes your project. If you have questions about which category you should select for your project, contact **name**, **phone number**, and email **address**.

Presentation Description Section

This is a high-level description of the who, what, why, where, and when of the project. Be precise and stay within the recommended 50–100 word limit. Since this is your first chance to pique the interest of the selection committee in your project, remember that the goal of the competition is to “recognize and encourage the development of innovative ergonomics solutions and education in the workplace.”

Questions

Include a brief statement on the problem your solution addresses. Injuries, quantifiable risk factors, efficiency loss or quality concerns are some of the topics that could be included.

Provide a few sentences on the solution or educational initiative. What was the intervention? Was implementation done in stages? Was it a team-driven, engineering-driven, or training/education intervention?

What measurable outcomes resulted from your solution or educational initiative? Include results – metrics of anything that applies. Entries in the past have answered by addressing metrics of safety, quality and cost.

ATTACHMENT 5 (A): SAMPLE JUDGING SHEET (WORKPLACE SOLUTIONS)

Applied Ergonomics Judges' Scoring Sheet

Workplace Solutions – Engineering/Ergonomist–driven workplace solutions category

The goal of the competition is to recognize and encourage the development of innovative ergonomics solutions and education in the workplace. Rating categories are:

1. Innovation — The entry represents newly created devices or processes (for workplace solutions), delivery approaches (in the case of training), or was created or significantly improved through study and experimentation
2. Simplicity —The solution is simple and straightforward
3. Cost savings —The entry delivers an attractive return on investment (ROI)
4. Ergonomic risk —The solution significantly reduces or eliminates ergonomic risk
5. Presentation quality — The presentation clearly presents problem, solution, and impact

Please rate the entries for each category using the rating scale below.

APPLIED ERGONOMICS RATING SCALE

1 = Strongly Disagree 2 = Disagree 3 = Neutral or unsure 4 = Agree 5 = Strongly Agree

Workplace Solutions - Engineering/Ergonomist–driven workplace solutions

Criteria	Entry Name							
1. Innovation								
2. Simplicity								
3. Cost savings								
4. Ergonomic risk								
5. Presentation quality								
Total Points (Maximum 25)								

ATTACHMENT 5 (B): SAMPLE JUDGING SHEET (WORKPLACE SOLUTIONS)

Applied Ergonomics Judges' Scoring Sheet Workplace Solutions – Team-driven workplace solutions category

The goal of the competition is to recognize and encourage the development of innovative ergonomics solutions and education in the workplace. Rating categories are:

The goal of the competition is to recognize and encourage the development of innovative ergonomics solutions and education in the workplace. Rating categories are:

1. Innovation —The entry represents newly created devices or processes (for workplace solutions), delivery approaches (in the case of training), or was created or significantly improved through study and experimentation
2. Simplicity —The solution is simple and straightforward
3. Cost savings —The entry delivers an attractive return on investment (ROI)
4. Ergonomic risk —The solution significantly reduces or eliminates ergonomic risk
5. Presentation quality — The presentation clearly presents problem, solution, and impact

Please rate the entries for each category using the rating scale below.

APPLIED ERGONOMICS RATING SCALE

1 = Strongly Disagree 2 = Disagree 3 = Neutral or unsure 4 = Agree 5 = Strongly Agree

Workplace Solutions- Team-driven workplace solutions

Criteria	Entry Name							
1. Innovation								
2. Simplicity								
3. Cost savings								
4. Ergonomic risk								
5. Presentation quality								
Total Points (Maximum 25)								

ATTACHMENT 5 (C): SAMPLE JUDGING SHEET ()

Applied Ergonomics Judges' Scoring Sheet (Ergonomic Program Improvement Initiatives)

Must be a planned ergonomic program improvement initiative, process or management system designed to improve the effectiveness of a location's overall comprehensive ergonomics program. Examples include, but are not limited to: ergonomic training programs, incorporation of ergonomics into change management systems, ergonomics risk assessment processes, ergonomic prioritization systems, return-to-work programs, office ergonomic programs and ergonomic programs designed for mobile and/or telecommuter employees.

1. The program improvement initiative is innovative.
2. The program improvement initiative had clear measurable performance objectives, and they were met.
3. The program improvement approach is simple and straightforward.
4. The program improvement is sustainable.
5. The program improvement initiative led to significant ergonomics solutions or prevention of risk exposures in the workplace.
6. The program improvement initiative led to business gains (attractive return on investment) and/or reduction in disability costs.
7. The quality of the presentation was excellent including problem statement, clear descriptions, and metrics with visuals.

Please rate the entries for each category using the rating scale below.

APPLIED ERGONOMICS RATING SCALE

1 = Strongly Disagree 2 = Disagree 3 = Neutral or unsure 4 = Agree 5 = Strongly Agree

Training

Criteria	Entry Name							
1. Innovation								
2. Simplicity								
3. Cost savings								
4. Ergonomic risk								
5. Presentation quality								
Total Points (Maximum 25)								

ATTACHMENT 6: SAMPLE JUDGING PROTOCOL

Experience has shown that scoring each entry independently is a useful way to narrow the field to a few top choices. At that point, discussion between judges typically is needed to determine a consensus winner. The following steps are recommended:

1. Each judge independently evaluates each entry using the Applied Ergonomics Judges Scoring Sheet. Each judge will assign a numerical score for each entry.
2. Each judge nominates the top few entries based on their scores, choosing only those teams which they believe belong in the top tier and are worthy of consideration as winner of the competition.
3. Judges discuss (via telephone conference or meeting) the strengths of the top entries. Based on these discussions, a consensus winner is identified.

Note: It is recommended that judges' scores not be discussed with the teams. You may find it useful to provide teams with feedback and guidance on improving their next submission, but ranking the non-winning teams can sometimes generate ill will.

ATTACHMENT 7: SAMPLE ANNOUNCEMENT OF APPLIED ERGONOMICS WINNERS

Congratulations to the **entry name** from **location**, our **year** winner of the applied ergonomics competition. We had **number** teams participate in the competition this year, with many good efforts displayed. We'd like to recognize all teams who participated and encourage them to begin now to plan to participate in next year's competition.

Team name & location - team member names

Team name & location - team member names

Team name & location - team member names

Team name & location - team member names

Describe the winning entry – problem, solution and impact.

We also would like to thank the judges who helped select this year's winner.

Name, title, division

Name, title, division

Name, title, division

Overall, the judges were very impressed by the level of effort displayed by the participants as well as the impact they have made on our operations. **Add a quote from judge**

Describe the overall impact of the ergonomics program.

Please join me in wishing **entry name** the best of luck in the Ergo Cup® competition at the Applied Ergonomics Conference and Expo in **location** next (**date**). We know they'll represent **Company Name** well!