

Guidance for Submitting a Strong BOSS Awards Entry

Entering the BOSS Awards is an excellent opportunity to highlight achievements, innovation and impact within the workplace supplies industry. The guidance below will help you prepare a clear, criteria-focused submission, whether entering as an individual or on behalf of an organisation.

Keep the Criteria Page Open

Each award category has its own judging criteria. Keeping the criteria page open while completing your entry helps you stay aligned with what the judges will be scoring. This ensures you address every required point and remain focused throughout your submission.

Align With the Category Criteria

Each category has its own focus. Where appropriate, highlight how your achievements, behaviours or initiatives reflect the specific themes or priorities outlined in the criteria for your chosen award.

Respond Directly to Each Question

Every question in the entry form links to a scoring area. To strengthen your entry:

- Answer the question exactly as written
- Avoid broad or generic statements
- Provide specific, relevant examples
- Demonstrate clear alignment with the criteria

This applies to both individual and organisational entries.

Include Supporting Evidence

Supporting evidence is optional, but judges expect to see it. Well-chosen evidence helps illustrate the impact of your work. Useful evidence includes:

- Data, metrics or KPIs
- Testimonials or feedback
- Screenshots, visuals or extracts
- Examples of work, initiatives or outcomes
- Before-and-after comparisons
- Documents or materials that support your claims

Ensure any evidence is easy to read and directly supports your submission.

Additional Note on Supporting Evidence

Where you upload supporting evidence, it is helpful to **label each file clearly** (e.g., *Evidence A – Customer Testimonial*, *Evidence B – KPI Dashboard*).

You can then **refer to these labels within your main submission**, for example: “*See Evidence B for the full KPI breakdown*” or “*Refer to Evidence A for testimonial from X.*” This makes it easier for judges to locate the relevant material quickly and ensures your strongest evidence is not missed.

Top Tip: References & Testimonials

Where the entry form invites you to upload a reference or testimonial, include as much detail as possible. Strong testimonials help judges understand the real-world impact of your work from an external perspective.

They are especially valuable when they:

- Come from someone directly affected by your work
- Provide specific examples rather than general praise
- Highlight measurable improvements or outcomes
- Reinforce the criteria you are addressing

The more concrete and specific the testimonial, the more compelling your entry becomes.

Be Clear and Concise

Word limits encourage focused, high-quality responses. To make the most of the space:

- Lead with your strongest points
- Keep explanations tight and relevant
- Use short paragraphs or bullet points where appropriate

Clear entries are easier for judges to assess.

Explain Why Your Work Matters

Describe not only what you did, but why it was important. Judges look for:

- The challenge or need you addressed
- The difference your actions made
- The value created for people, customers or the organisation
- The wider impact on the sector or community

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Use the Final Question Effectively

All categories include a final open question inviting you to share anything additional you would like the judges to know. Use this space to reinforce key points or include relevant information that did not fit elsewhere.

Check Details Before Submitting

Before completing your entry:

- Confirm names and company details are correct (these appear on the shortlist if successful)
- Ensure you have selected the correct award category
- Test any links to supporting evidence
- Review your answers against the criteria one final time

Accurate details help ensure your entry is presented correctly.

Submit Before the Published Deadline

Each award cycle has a published closing date. Please ensure your entry and any supporting evidence are submitted before the deadline stated on the Awards website.