



**EMPLOYEE OF THE YEAR**

**1. Contact Details**

Name of Nominee

.....

Nominated by

.....

Name of Property/Business

.....

Address

.....

Telephone

.....

Email

.....

Website

.....

Provide details and examples of your nominee's achievements in the following areas. Ensure that you cover all the items specified in the criteria and supplying supporting documents where appropriate.

## **2. Background**

Please provide a 50 word summary of your business and the role your nominee plays.

## **3. Performance**

Please provide details of how the nominee has contributed to employer objectives and standards (max 200 words)

## **4. Customer Satisfaction**

Please provide details of how the nominee has contributed to high levels of customer satisfaction (max 150 words)

## **5. Working Relationships**

Please provide details of how the nominee has shown high levels of professionalism and teamworking (max 150 words)

## **6. Employee Communications**

Please provide details of systems for giving and receiving feedback and recognising excellence (max 150 words)

## **7. Quality & Training**

Describe how the nominee has show a commitment to personal development including any training undertaken (max 150 words)

## **8. Summary**

Explain why you think this person should win this Award (max 100 words). Please note this copy may be used for promotional purposes.