

Employee of the Year Award

The **Employee of the Year Award** recognizes an employee for his/her outstanding contribution to their employer during the past year. The award will showcase his/her work ethic and achievements.

1. **Complete the identification information for the nominee.**
2. **Answer all the questions on the form. Keep in mind that the more facts, figures and examples you provide, the better the judges will get to know the person being nominated and this increases the likelihood of being selected as a KBEX award winner.**
 - **Include as much information as possible as to why the nominee should win.**
 - **You may answer the questions directly or by providing supporting documents.**
 - **You may answer the questions on a separate sheet of paper and attach it to this form.**
3. **Sign the form as nominator and include your phone number.**

Please return these forms

By Mail to:

Kindersley Chamber of Commerce
Box 1537
Kindersley, SK
S0L 1S0

*Post mark must not be later than October 17, 2017

Criteria for Employee of the Year

1. Employee of Year nominees may be nominated by their employer, manager, or co-worker
2. Nominee must be a regular employee of a business licensed in the Town of Kindersley
3. The achievements on which the nomination is based must occur between February 1, 2016 and December 31, 2016 to be eligible
4. Nominations should be based on one or more of the following areas:
 - Is dependable and punctual in reporting for duty, and is productive and committed to quality in performing of assigned tasks
 - Takes initiative, is willing to accept and carry out additional job duties and consistently exceeds expectations
 - Excels in knowledge and expertise and willingly and successfully learns new skills as needed

- Portrays a positive attitude towards work responsibilities and works well with other members of the staff
- Displays leadership skills and exceptional work habits and serves a positive role model to influence and inspire others
- Offers professional and ethical customer service on a consistent basis
- An act of heroism

The KBEX Awards Nomination Committee will only consider information that is included with the nomination. As part of your nomination, you are welcome to include testimonials, brochures and letters of reference, or any other documents that support the nomination.

The KBEX Awards Judging Committee will review all nominations and choose the award winners. The jury is and will remain anonymous and its deliberations are completely confidential. The awards ceremony will be held on Friday November 03, 2017.

If you have any questions, please call the **Kindersley & District Chamber of Commerce** at 306-463-2320.

Deadline: Please return this form to the Kindersley Chamber of Commerce no later than 5:00pm on October 17, 2017.

I AM NOMINATING:

Employee Name: _____

Business Name: _____ Job Title: _____

Nominator's Name: _____ Phone Number: _____

Organization or Business Name (if applicable): _____

Nominator's Job Title (if applicable): _____ Phone Number: _____

Signature of Nominator: _____ Date: _____

USING THIS SPACE AND CITING EXAMPLES BASED ON THE CRITERIA FOR THIS AWARD PLEASE EXPLAIN WHY THIS PERSON SHOULD BE RECOGNIZED AS EMPLOYEE OF THE YEAR: