

# EMPLOYEE OF THE YEAR AWARD APPLICATION



## NOMINATION AND JUDGING PROCESS:

All Chamber members are encouraged to submit a nomination. In addition, members of the public may also submit a nomination for outstanding service. Applications are judged by an independent panel.

APPLICATION DEADLINE: March 15<sup>th</sup>

Submit completed application via: email to [osagecitychamber@gmail.com](mailto:osagecitychamber@gmail.com) or postal mail Osage City Chamber of Commerce PO Box 56, Osage City, KS 66523

ELIGIBILITY: An employee must meet the following requirements to receive Employee of the Year Award consideration:

- Nominees must be employed by a business with a chamber membership in good standing.
- Nominees must be employed by a chamber member located in the area.
- Nominees must be a regular employee, with their accomplishments occurring within the past year.
- Nominations are subject to employer confirmation.

ELIGIBLE APPLICANTS WILL BE JUDGED ON ONE OR MORE OF THE FOLLOWING CRITERIA:

- 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 toward work responsibilities and works well with other members of the staff.
- Displays leadership skills and exceptional work habits and serves as a positive role model to influence and inspire others.
- Offers professional and ethical customer service on a consistent basis.

## APPLICATION INSTRUCTIONS:

1. Download and save application to your computer
2. Enter information into text fields. \*Please do not exceed the limit of the text field
3. Save the application to your computer when completed.
4. Print and mail the application or email it as an attachment.

\*Attach an additional page if necessary

**Employee/Business Information:**

Employee name:

Business name:

Location:

Contact name:

Title:

Phone:

Email:

Employed at the business locally since (year):

Type of business:

**In the last year...**

Describe how this employee has been reliable, dedicated, adaptive, and committed to their work:

How has the employee demonstrated initiative and a positive attitude?

Describe how the employee has experienced professional growth or other achievements:

What have been the greatest examples of the employee's leadership and excellent customer service?

Nominated by:

Street address:

City / State / Zip

Phone:

Email:

Please describe any other reasons you feel the employee you have nominated deserves the Employment of the Year Award.