



2009 VICTORIAN EMPLOYEE OF THE YEAR AWARDS FOR EXCELLENCE

CRITERIA AND PROCEDURES EMPLOYEE OF THE YEAR

NOMINATIONS

There is to be one employee of the Year from Victoria, chosen by VANA. The winner will be nominated for the national award. Nominees may be employed in either retail or distribution categories.

SUBMISSIONS

A submission is required in respect of each nominee, such submission being in the form attached.

It should be noted that a submission is required from both the employer and the employee.

All questions need to be completed and additional information can be attached as an option.

A soft/electronic copy may be emailed to: cioannou@vana.com.au or a word document on CD can be mailed to: VANA Ltd 806-810 Nicholson Street – North Fitzroy VIC 3068.

<p>ALL ENTRIES MUST BE RECEIVED NO LATER THAN CLOSE OF BUSINESS ON MONDAY 10th NOVEMBER 2008</p>

JUDGING

Judging will be conducted by an independent panel and will be based on submissions received. Finalists do not need to present themselves for a personal interview.

AWARDS

The States finalists and State winner will be honoured at the 2009 VANA Gala Dinner. This year the Dinner will be held at The Plaza Ballroom at the Regent Theatre on Saturday 28th February 2008.

All finalists will be presented with a plaque in recognition of their nominations for the state award.

The state winner will receive trophy and costs to attend the 2009 National award will be covered.

Should you have any further queries, please contact;
Corinne Ioannou on 03 9482 2911 or email: cioannou@vana.com.au



Victorian Employee of the Year 2009 Employee Submission (To be completed by employee)

Nominee's name: _____

Employer's Business Name: _____

Employer's Business address: _____

Business Phone () _____ Business Fax () _____

Email: _____

Please complete the following sentences in 50 words or more (attachment to this form will be accepted)

1) "I enjoy working in this business because..." _____

2) "My involvement and ambitions in the newsagency industry include..." _____

3) Please summarise your experience and current responsibilities.

4) Please summarise initiatives you have brought to the business

5) Outline any self development/further education you have undertaken

6) Describe how you deliver exceptional customer service

Please include signed testimonials from a customer and a company representative (supplier) and a photo of yourself.



Victorian Employee of the Year 2009 Employer Submission (To be completed by employer)

Business name: _____

Proprietor's name(s): _____

Business address: _____

Business Phone: _____

Business Fax: _____

Email: _____

Name of the person making this nomination: _____

Name of the employee nominated: _____

If insufficient space for a response, attachments will be accepted.

1) How long has this employee worked for you? _____

2) What is this employee's title and job description? _____

3) Why does this employee deserve to be awarded Victorian Employee of the Year?

4) What do you believe are the three best qualities of this employee? _____

5) Nominate initiatives suggested by this employee which have been implemented to the benefit of the business? _____



6) How do you believe your customers feel about this employee (include any feedback you have received) _____

7) How does this employee relate to other staff? _____

8) Describe a particular instance where the employee has shown outstanding customer service. _____

9) Describe a particular time when the employee has gone "over and above" the call of duty either both, for you or a customer. _____

OPTIONAL

Attach any further information you feel would support this nomination.