

# CRITERIA AND PROCEDURES EMPLOYEE OF THE YEAR



## **2010 VICTORIAN EMPLOYEE OF THE YEAR AWARDS FOR EXCELLENCE**

### **INSPIRATION AND INNOVATION**

#### **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](mailto:cioannou@vana.com.au) or a word document on CD can be mailed to: VANA Ltd 806-810 Nicholson Street – North Fitzroy VIC 3068.

**ALL ENTRIES MUST BE RECEIVED NO LATER THAN CLOSE OF BUSINESS ON 1<sup>ST</sup>  
December 2009**

#### **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 2010 VANA Gala Dinner. This year the Dinner will be held at The Sofitel Melbourne On Collins on Saturday 27<sup>th</sup> February 2010.

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 2010 National Awards will be covered.

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

## **Victorian Employee of the Year 2010**

# CRITERIA AND PROCEDURES EMPLOYEE OF THE YEAR



## 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? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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7) How does this employee relate to other staff? \_\_\_\_\_

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

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

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## **OPTIONAL**

Attach any further information you feel would support this nomination.