



Employee Awards 2018

**Outstanding Office Employee**

**(Company with under 25 Employees)**

**\$1,000 cash award**

**The nominee will be evaluated based on the information you provide. Please provide as much detail as you can, and be specific when applicable. Add additional page if needed.**

Please ensure that your nomination package is complete and that you have provided the following:

- ✓ Completed nomination form
- ✓ Company logo in digital format

**Nomination Deadline – February 28, 2018**

**Email to [info@meritmb.com](mailto:info@meritmb.com) or Fax to (204) 888-6204**

**NOMINEE INFORMATION:**

Nominee's Name:	Nominee's Title:
Employer:	Length of Employment:

**NOMINATOR INFORMATION:**

Nominator Name:	Title:
Company Name:	Number of employees:
Contact email:	Contact Phone:

## NOMINATION DETAILS:

1. Skills and Abilities – describe the nominee’s overall skills and abilities that make them good at their job.

2. Leadership Skills – tell us how the nominee demonstrates leadership at work.

3. Organizational Skills – does the nominee demonstrate strong organizational skills? Give examples.

4. Continued Education – what additional learning/education has the nominee undertaken in the past 3 years (on the job or classroom)?

5. Community Contribution – how is this nominee involved in improving or building the community?

6. Please provide additional information relating to why you feel this nominee qualifies for this award. Remember, the selection committee does not know your Nominee, so the more information you can provide the better!