

 **Outstanding**

 **Office Employee**

***One - $1000 cash award available***

Please complete this nomination form and ensure that all areas are complete, and you have provided the following:

* Completed nomination form (make sure you have answered all the questions)
* Company logo in digital format

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| NOMINEE INFORMATION: |  |
| Nominee’s Name:Click or tap here to enter text. | Nominee’s Title:Click or tap here to enter text. |
| Employer:Click or tap here to enter text. | Length of Employment:Click or tap here to enter text. |
| NOMINATOR INFORMATION: |  |
| Nominator Name:Click or tap here to enter text. | Title:Click or tap here to enter text. |
| Company Name:Click or tap here to enter text. | Number of employees:Click or tap here to enter text. |
| Contact email:Click or tap here to enter text.  | Contact Phone:Click or tap here to enter text. |

Optional Information: Include a letter of reference from the Nominee’s supervisor

**Nomination Deadline – February 22, 2019**

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

**Remember - the nominee will be evaluated based on the information you provide.** **Please provide as much detail as you can. The evaluators do not know your nominee, so it is up to you to “make them shine” “make them stand out” up against other candidates. Be specific when applicable. Add additional pages if needed. Please call our office if you’d like further information.**

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| **NOMINEE INFORMATION** |
| 1. **What is the #1 reason you have nominated this individual?**

Click or tap here to enter text.1. **Skills and Abilities** – describe the nominee’s overall skills and abilities that make them good at their job. What are their credentials (ie degree, diploma, life experience?) Other technical skills, specialized training? Other abilities such as problem solving, team building, time management? Provide examples.

Click or tap here to enter text.1. **Leadership skills**: do fellow employees consider the nominee to be a leader? Do others look up to him/her? Are they a mentor to junior employees, if applicable? Are they respected for their ability and integrity?

Click or tap here to enter text. |
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| 1. **Continued Learning** – what additional learning has the nominee undertaken in the past 3 years? Describe how it has assisted in his/her career development.

Click or tap here to enter text.1. **Safety** – provide information on the nominee’s safety record, training and how he/she promotes safety within the Organization.

Click or tap here to enter text.1. **Volunteering outside of work** – does the nominee volunteer in the community outside of work?

Click or tap here to enter text. 1. 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!

Click or tap here to enter text. |
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