

# Award Nomination



## **Attention:**

Andre Rouleau  
Bruce Stewart  
Clarence Gomes  
David Elbaz  
Effie Apokatanidis  
Esme Junaid  
Eva Pardalis  
Jelena Kamikovski  
Jennifer Ku  
John Tsangaris  
Teresa Magnatta

## **Award Objectives - Employee of the Year -Corporate Office**

We are honoring individuals who have made unique, exceptional contributions and outstanding achievements in the past year.

### **Awards Program:**

MetCap Living Management Inc. invites Department Head/Manager to honour MetCap's Employee of the Year- Corporate Office. The award was initiated to pay tribute to those exceptional individuals and communities who through their efforts and skills, made outstanding and extraordinary contributions towards the betterment of the MetCap Living Management team.

### **Eligibility:**

- All permanent, full-time employees who have served for at least twelve months are eligible for the honor.
- No employee is eligible for any of the awards for two consecutive years.

### **Changes to Award Nominations:**

- In past years nominations were open to all employees to nominate their colleagues.
- We are asking each Department Leader/ Manager to nominate one of their employees for Employee of the Year, Corporate Office.

### **Nomination Procedure:**

The MetCap awards program nominations are mandatory from all department leaders. Please follow formatted questionnaire, answer boxes will calculate 50% and 50% will be calculated from your support comments. Please nominate **one** employee from your department. If you require assistance, please contact Ryan Santos from Human Resources and he will help guide you.

### **Nomination Deadline:**

Nomination applications must be received by Head office, Human Resources **no later than May 30, 2008**

### **Award Presentations:**

Employee of the Year -Corporate Office will be presented at the 2008 MetCaptivating Event being held at the Fairmont Royal York Hotel, Concert Hall on June 12, 2008.

**Nominations**

Submit this nomination form with supporting comments to the recognition committee c/o Human Resources.

Date	<input type="text"/>
Name of nominee	<input type="text"/>
Title	<input type="text"/>
Department	<input type="text"/>

I nominate the above-mentioned individual based on the following criteria within the time frame of fiscal year 2007:

	Rate	1	2	3	4	5
1. Makes significant contributions to MetCap Living Management Inc.		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. Suggests improvements of methods and procedures to increase overall efficiency.		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. Is consistently courteous and helpful to customers and fellow employees.		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. Demonstrates exceptional ability in the tasks associated with his/her position.		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. Displays consistently a high level of motivation.		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. Willingly assumes additional responsibilities.		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. Practises excellent interpersonal and communication skills.		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. Works diligently in fulfilling MetCap's mission and vision.		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9. Improves performance through professional development.		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10. Exhibits excellence in work quality and quantity.		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11. Punctual and maintains great attendance.		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Nominated by	<input type="text"/>
Title:	<input type="text"/>
Department	<input type="text"/>

Please use below box to document your reasons for you nominations. Point form is acceptable.

Reasons	<input type="text"/>
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