



GHLA Stars of the Lodging Industry

EMPLOYEE Nomination Form

Entry Deadline: November 30, 2018 – 5 p.m.



Send 5 printed copies of EACH nomination (along with any supporting documentation) to:
GHLA Stars Program • c/o Denise Holland • 2674 Corinault Way • Acworth, GA 30101

Nomination Steps:

1. You may only submit one nomination per award category; however may you enter as many categories as you like. Complete a separate nomination for each of your nominees. (Duplicate this form as needed for each nomination. Save each completed nomination form as a unique name, then print.)
2. Complete all information on page 1. Complete pages 2 through 4 of this form as completely as possible - providing information that is applicable to your nominee. You may choose to complete only the sections that are applicable to your nominee. Write NA in the sections that do not apply.
3. For each nomination, make 5 complete copies, staple each set to include the following: 1) Nomination form; 2) Supporting documentation - not to exceed 3 pages. Provide a quality digital photo of your nominee (named with their name) on a thumb drive. **There is no cost to submit nominations.**

NOMINEE INFORMATION

Nominee Name: _____
 Nominee Title: _____
 Property: _____
 Address: _____
 City: _____ State: _____ Zip: _____

NOMINATOR CONTACT INFORMATION

Nominator's Name: _____
 Nominator's Title: _____
 Property / Company: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Telephone: _____ E-mail _____

Property Size: (check the appropriate property size below):

- | | |
|--------------------------------|--------------------------------|
| Division 1 (150 rooms or less) | Division 3 (300 to 399 rooms) |
| Division 2 (151 to 299 rooms) | Division 4 (400 rooms or more) |

Employee Award Category: If you are nominating an individual, check the appropriate EMPLOYEE category. **Only one category can be checked per nomination.** Refer to the Call for Nominations Brochure for a description of the award categories below.

- | | |
|---|---|
| Administrative Employee of the Year | Stevan Porter Emerging Hospitality Leader of the Year |
| Support Department Employee of the Year | Manager of the Year |
| Culinarian of the Year | General Manager of the Year |
| Food and Beverage Employee of the Year | |
| Guest Services Employee of the Year | |
| Roomkeeper of the Year | |

Employee Nominee Form

Share the story of how your nominee shines! Complete the following information for you employee nominee. Provide responses when applicable . Indicate "NA" in the field if not applicable or "UNKNOWN" if you don't know.

Number of Years in Current Position _____

Number of Years at Current Property _____

Number of Years with Parent Company of Property _____

Number of Years in the Hospitality Industry _____

If this individual is a manager or supervisor, how many employees does the nominee directly supervise? _____

1. Explain what makes this individual a "star" in his/her position. For example: How do they excel in hospitality and/or deliver exceptional service? Use bullet points if you like. (Text field with 2,000 character limit)

2. Provide information on the nominee's achievements. Include scores if your property uses certain metrics or numeric goals, (i.e., guest satisfaction, employee engagement, etc.). Also include recognitions such as "Associate of the Month." You may use bullet points if you like. (Text field with 1,000 character limit)

3. Provide one or more concrete examples of **something out of the ordinary** this nominee has done on the job for your guests, your property, fellow associates, etc. **OR any extraordinary situations** they have handled effectively that have contributed to the success of your property. (Text field with 1,500 character limit)

4. Explain how this associate interacts with other team members at the hotel. Include one or more examples. (Text field with 1,000 character limit)

5. Explain how this person's **career growth** has developed over the years (i.e., promotions, transfers to different positions, properties, added responsibilities). Use bullet points if you like. (Text field with 1,000 character limit)

6. Explain how the nominee contributes to their own professional development and ongoing learning (i.e., training, certifications, continuing education). (Text field with 500 character limit)

7. Share info on how the nominee gives back to his/her community. Activities may be external (i.e., civic, charity, faith-based, or professional organizations) or internal (i.e., staff committees, health & safety team, etc.). (Text field with 500 character limit)

8. Additional comments: Share any additional information (not included in previous responses) that further describes the character and achievements of your nominee. These may include testimonials from managers or peers. (Text field with 1,500 character limit)

FINAL STEPS - TO SUBMIT NOMINATION

- 1.** When this form is complete, **choose "Save As"** and 1) **name the file** with the nominee's name - or something you will recognize, and 2) **select a folder or space on your computer to save the file** where you can easily locate it.
- 2. Print FIVE (5) SINGLE-SIDED copies of this document.** If you are including Supporting Documentation, (maximum of 3 additional pages), make FIVE copies of that as well.
- 3. Staple each set (with the nomination on the top and supporting documents on the bottom) - for a total of 5 stapled sets.**