



GHLA Stars of the Lodging Industry

EMPLOYEE Nomination Form

Entry Deadline: December 4, 2019 – 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 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 thoroughly 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: (required) _____

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 (200 rooms or less) Division 2 (201 to 399 rooms) Division 3 (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 | |
| Guest Reception 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. How do they excel in hospitality and/or deliver exceptional service? How do they go "above and beyond" the job requirements? Include INDIVIDUAL scores, metrics or numeric goals, (i.e., guest satisfaction). Also include recognitions such as "Associate of the Month." You may use bullet points if you like. (Text field with 2,000 character limit.)

2. Provide one or more concrete examples of **something out of the ordinary** the nominee has done in the past 12 months on the job for your guests, your property or associates. Include **extraordinary situations** they have handled effectively that have contributed to the property's success. (Text field with 1,500 character limit.)

3. Explain how this person's **career growth** has progressed including: promotions, transfers to different positions / properties, added responsibilities, etc. Indicate **how the nominee contributes to their own professional development** (i.e., training, certifications, continuing education). Share insight on the **nominee's career goals and aspirations**. Use bullet points if you like. (Text field with 1,000 character limit.)

4. 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.)

5. 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 1,000 character limit.)