



# NOMINATION FORM

## 2020 Field Employee of the Year Award

**Nomination Deadline – Friday, March 27, 2020**

**\$1000 cash award plus premium prize package**

### Who Qualifies

- ✓ Any MERIT Saskatchewan member
- ✓ Any MERIT Saskatchewan associate member
- ✓ Must be employed in a field role

### Information to Include

**Required:**

- ✓ Completed nomination form
- ✓ Letter of recommendation from a supervisor

**Optional:**

- ✓ Relevant pictures
- ✓ Additional letters of reference

### How to Nominate

- ✓ All nomination forms found at [meritsask.com/events/employee-awards](http://meritsask.com/events/employee-awards)
- ✓ Use the online form for automatic submission
- ✓ Email your completed form to [info@meritsask.com](mailto:info@meritsask.com)

## COMPLETE THE FOLLOWING QUESTIONS

### NOMINEE INFORMATION:

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

### NOMINATOR INFORMATION:

Nominator Name:	Title:
Company Name:	
Contact Phone:	Contact Email:

### NOMINATION DETAILS:

1. What is the NUMBER ONE reason you're nominating this individual? (5 points)

2. Safety – provide information on the nominee’s safety record, training, and how he/she promotes safety on the worksite. (15 points)

3. Trade Skills – what technical qualifications does the nominee have? (15 points)

4. Leadership Skills –how does the nominee demonstrate leadership on the job site? (15 points)

5. Continued Learning – what additional learning has the nominee undertaken in the past 3 years? (5 points)

***DON'T FORGET TO INCLUDE A LETTER OF RECOMMENDATION  
FROM THE NOMINEE'S SUPERVISOR IN YOUR NOMINATION PACKAGE.***

***Need some help? Use these questions to help you complete the nomination form.***

**2. Safety**

- What sorts of things does the nominee do to make sure (s)he works safely?
- What does (s)he do to make sure others are safe?
- Describe his/her safety record? When was the last incident?
- Does (s)he take regular training to upgrade his/her safety skills?

**3. Trade Skills**

- Do people look up to his/her abilities on the job site?
- Do others go to him/her for help and advice on how to do their job?
- What are his/her technical strengths?
- Has (s)he been formally recognized for his/her abilities on site?
- Was (s)he at the top of his/her class for technical training?
- Did(s)he receive promotions because of his/her technical skills?

**4. Leadership Skills**

- Do people on the site consider the nominee to be a leader?
- Do others look up to him/her?
- Is (s)he a mentor to junior employees?
- Do most people respect his/her ability and integrity?
- Is (s)he often the person people go to for help in solving a problem?

**5. Continued Learning**

- What courses and additional training has (s)he taken in the last three years?
- Does (s)he request training to ensure his/her skill level continues to grow?
- Does (s)he encourage others to take training as well?