



NOMINATION FORM

2020 Outstanding Site Supervisor Award

Nomination Deadline – Friday, March 27, 2020

\$500 cash award plus premium prize package

Who Qualifies

- ✓ Any MERIT Saskatchewan member
- ✓ Any MERIT Saskatchewan associate member

Information to Include

Required:

- ✓ Completed nomination form

Optional:

- ✓ Relevant pictures
- ✓ Letter of recommendation from nominee's supervisor

How to Nominate

- ✓ All nomination forms found at meritsask.com/events/employee-awards
- ✓ Use the online form for automatic submission
- ✓ Email your completed form to 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. Worksite Supervisory Skills - provide a list of the projects the nominee has supervised during the last year and describe how or why the nominee contributed to the overall project success. (15 points)

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

4. Management Skills – describe the management skills the nominee possesses that makes him or her a great site supervisor. (10 points)

5. Trade Skills – what technical qualifications does the nominee have? (10 points)

Looking for some help in answering the questions on the nomination? Try using these hints:

2. Worksite Supervisory Skills

- What projects has the nominee supervised in the last 3 years?
- Why would you say those projects were successful? Were they ahead of schedule, under budget, etc?
- What sorts of things does the nominee do that makes him/her successful in a supervisory role?
- Is (s)he respected by others – sub trades, owners, other supervisors, employees?

3. 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?

4. Management Skills

- What does (s)he do to ensure the job progresses on schedule?
- Does (s)he ask for input from others when making decisions?
- Does (s)he keep written records?
- Is (s)he organized?
- Is the nominee able to resolve conflicts in a productive way?
- Does (s)he manage his/her and others' time well?

5. 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?