



Trinidad Hotels Restaurants and Tourism Association

Hospitality and Tourism Awards 2015

The THRTA Hospitality and Tourism Awards have been established to **recognize and celebrate the Stars of the Hospitality and Tourism Industry** in Trinidad and Tobago.

trinidad hotels,
restaurants &
tourism association

The committee will be guided by the information provided. *Please provide as much information as possible on the nomination form. Judges may elect to interview nominees prior to final selection. **The decision of the judges will be final.***

Deadline is July 24th 2015. Completed nomination forms are to be submitted to: Trinidad Hotels Restaurants and Tourism Association, via email to info@tnthotels.com or hand delivered to our offices located at the Trinidad and Tobago Hospitality and Tourism Institute, Airway Road, Chaguaramas. One 3 x 5 studio-quality colour head and shoulder shot and one of the nominee at work must be emailed in jpeg or AI format to info@tnthotels.com

Thank you for submitting a nomination. If you have any questions, please contact us 634-1174/5.

We hope to see you at the 2015 Hospitality & Tourism Industry Awards!

Employee of the Year Nomination Form

*Awarded to an outstanding employee from the hospitality
and tourism industry that has done a fantastic job*

*Nominee must be a member of a Registered Tourism Stakeholder Association/organisation
in Trinidad or Tobago*

PLEASE TYPE OR PRINT LEGIBLY

Hotel/organization	
Address	
Telephone & Email address:	
Nominee's Name	
Job title	
Department	
Date of Employment	
Member of a Hospitality & Tourism Association / Organisation (please name)	

Nomination Deadline: 4:00 p.m., Friday 24th July 2015

A: Employment History/Qualifications

i. *Past Employment History (Additional information may be attached)*

Position	Company	Period

ii. *Principal Academic Qualifications (Additional information may be attached)*

Qualification	Institution	Year

iii. **Additional training/educational activities undertaken to further his/her personal development**
(Additional information may be attached)

Training	Institution/Provider	Year

iv. *Main Responsibilities Of Present Position*

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B: Professional Commitment- Describe how the nominee has :-

i. demonstrated commitment in a relatively short period of time

ii. Continued progression through professional development over time

iii. Innovative contributions – Did the nominee institute better solutions to perform his/her task and that of his/her department(eg. use of technology etc)?

iii. Quality improvement

How did the nominee help promote the practice of standards of quality?

C: Teamwork Demonstrated

Describe how the nominee has performed within the workplace using the following criteria:

Collaboration: Worked cooperatively with others and created an environment that promotes respect, integrity, fairness and professionalism

Participation: Contributed “fair share” to team project, given the nature of individual assignment

Attitude: Displayed positive approach in working toward organisational goal

Independence: Carried out tasks without overly depending on other team members

Communication: Expressed thoughts clearly

Responsiveness: Reacted sensitively to verbal and nonverbal cues of other team members

D: Commendations

How did the nominee's interaction and professional performance with guests, customers, fellow employees make a positive impact? (attach testimonials)?

E: Community Service Record:

Please give any known details of your nominee's activities within his/her local community. This may include any work done for educational, fraternal, community or religious groups.

F: How has this employee excelled in going above and beyond their basic job?

Give a concise explanation as to how and what were the circumstances. Should be completed by the immediate supervisor or manager

Note: Additional comments or testimonials may be attached to this nomination.

Nomination submitted by:

NAME: _____ **TITLE:** _____

HOTEL/ORGANIZATION: _____

TELEPHONE: _____ **EMAIL ADDRESS:** _____

Signature of Nominator

Date