

# Instructions For Completing Executive Of The Year Nomination Form

Please do not refer to your Boss as Mr. Brown or Mrs. Brown. Simply write "My boss....".

You may use only one additional page.

Forms must be completed and returned to the Chairperson, by 28th September 2007.

Nomination Forms should be delivered by hand in an envelope addressed to:

Joyann Edgecombe CPS  
President  
c/o Water & Sewerage Corporation  
#87 Thompson Boulevard  
EXECUTIVE OF THE YEAR COMPETITION  
IAAP Sunny Isles Chapter  
Nassau, Bahamas

Page No. 1 will be replaced by a number sheet so as not to give the judges any ideas of whom they are judging.

Bosses will be judged in the following categories out of a total score of 100 points

Attitude toward staff

Attitude toward clients/customers

Working relationship with secretary/administrative assistant/other professional

Most annoying experience with your boss this year

Best experience with your boss this year

Why should your boss be Executive of the Year

Member nominating her boss for Executive of the Year must have no outstanding funds owing to the Chapter.

Member should have been working with her boss for a period of one full year.

Member and her boss must be present at Bosses Day Luncheon

All the best to your boss/executive!!!



## NOMINATION FORM

### EXECUTIVE OF THE YEAR

Name of Boss / Executive: \_\_\_\_\_

Company Employed With: \_\_\_\_\_

Position: \_\_\_\_\_

Length of Time with Company: \_\_\_\_\_ Age: \_\_\_\_\_

Marital Status: \_\_\_\_\_ No. of Children: \_\_\_\_\_

Name of Spouse: \_\_\_\_\_

Professional Qualifications: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Civic or other affiliations: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Hobbies: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Name of IAAP Member: \_\_\_\_\_  
(Please print)

Signature: \_\_\_\_\_

**Attitude toward staff (*with example of explanation*)** \_\_\_\_\_

---

---

---

**Attitude toward clients/customers (*with example of explanations*):** \_\_\_\_\_

---

---

---

**Working relationship with IAAP Member (*with examples of explanations*):** \_\_\_\_\_

---

---

---

---

---

**Length of time as his/her Secretary/Administrative Assistant/other:** \_\_\_\_\_

**What was the most annoying experience you have had with your boss/executive during the past year?** \_\_\_\_\_

---

---

---

---

**What was the best experience you have had with your boss/executive this year?** \_\_\_\_\_

---

---

