

ACE Nomination – Rookie of the Year (must have less than 6 months and no more than 1 year experience in the field)



Your Name:

Your Company:

Nominee Name:

Nominee Title/Property Name:

Nominee Email Address (required):

Nominee Type (circle one): Property Management or Maintenance Professional

Directions: Use the grading scale to evaluate each of the nominee’s characteristics and use the space provided to explain and/or give examples to support the given score.

Grading Scale:

1. Meets all requirements of position and does what is expected of them
2. Above average - Does more than what is required and goes above and beyond
3. Excellent - Shows initiative and confidence in completion of duties. Raises the bar for themselves and others.
4. Outstanding - Mastered skills in this area. Sets the standard to which others are measured. Used to train and mentor others in the company due to outstanding performance.

Attitude

Humility

Explanation and/or examples:

Ownership

Explanation and/or examples:

Determination _____
Explanation and/or examples:

Positivity _____
Explanation and/or examples:

Teamwork
Cooperative _____
Explanation and/or examples:

Reliable _____
Explanation and/or examples:

Manageable _____
Explanation and/or examples:

Creativity _____
Explanation and/or examples:

Product Knowledge (Not Applicable for Maintenance Nominees)

Knows the Competition _____
Explanation and/or examples:

Closing Techniques _____
Explanation and/or examples:

Determines Needs _____
Explanation and/or examples:

Knows Hot Buttons _____
Explanation and/or examples:

Knows Property _____
Explanation and/or examples:

Resident Retention
Do they foster a sense of community? _____
Explanation and/or examples:

Adds value to Community _____
Explanation and/or examples:

Service-Oriented _____
Explanation and/or examples:

Commitment
Goal Setting _____
Explanation and/or examples:

Ongoing Education _____
Explanation and/or examples:

Working w Mentors/Mentoring Others _____
Explanation and/or examples:

Going the Extra Mile(more than required) _____
Explanation and/or examples:

Work Ethics

Willingness to do Whatever it Takes to Get Job Done _____
Explanation and/or examples:

Doing the Job Right – Principles _____
Explanation and/or examples:

Integrity _____
Explanation and/or examples:

Honesty _____
Explanation and/or examples:

Customer Service

Follow Up/Follow Through _____
Explanation and/or examples:

Responds to People’s Needs _____
Explanation and/or examples:

Courtesy _____
Explanation and/or examples:

Patience _____
Explanation and/or examples:

Industry Training/Awards/Service
Certifications _____
Explanation and/or examples:

Special Merits and Awards _____
Explanation and/or examples:

Above and Beyond _____
Explanation and/or examples:

Volunteer Work and Service on Committees _____
Explanation and/or examples: