

ACE Nomination – Assistant Manager of the Year



Your Name:

Your Company:

Nominee Name:

Nominee Title/Property Name:

Nominee Email Address (required):

Nominee Category (circle one): 100-199 Units or 200+ Units

**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:

**Vendor Management**

Understands Bid Process \_\_\_\_\_  
Explanation and/or examples:

Positive Vendor Relationships \_\_\_\_\_  
Explanation and/or examples:

Management of Quality Control \_\_\_\_\_  
Explanation and/or examples:

Creates Clear Scope of Work \_\_\_\_\_  
Explanation and/or examples:

Understands Vendor Qualification Reqs \_\_\_\_\_  
Explanation and/or examples:

**Leadership**

Teamwork \_\_\_\_\_  
Explanation and/or examples:

Staff Development (ability to train) \_\_\_\_\_  
Explanation and/or examples:

Communication (expectations clear) \_\_\_\_\_  
Explanation and/or examples:

Problem Solving \_\_\_\_\_  
Explanation and/or examples:

Motivating (Morale) \_\_\_\_\_  
Explanation and/or examples:

Delegation \_\_\_\_\_  
Explanation and/or examples:

Team Building Skills \_\_\_\_\_  
Explanation and/or examples:

Role Model \_\_\_\_\_  
Explanation and/or examples:

**Financial/Vendor Management**  
Follows Budget Guidelines \_\_\_\_\_  
Explanation and/or examples:

Expense Control \_\_\_\_\_  
Explanation and/or examples:

Understanding Property Goals \_\_\_\_\_  
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: