

ACE Nomination –Maintenance Professional of the Year



Your Name:

Your Company:

Nominee Name:

Nominee Title/Property Name:

Nominee Email Address (required):

Nominee Category (circle one): 1-99 Units 100-199 Units 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 Requirements _____
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:

Fiscal Responsibility

Budget Planning

Explanation and/or examples:

Budget Performance

Explanation and/or examples:

NOI _____
Explanation and/or examples:

Cost 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:
