

ACE Nomination –Student Housing Manager of the Year



Your Name:

Your Company:

Nominee Name:

Nominee Title/Property Name:

Nominee Email Address (required):

Units Managed (circle one): Over 100 Under 100

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:

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:

Fiscal Responsibility

Budget Planning

(Applicable to managers of 100+ units)

Explanation and/or examples:

Budget Performance

(Applicable to managers of 100+ units)

Explanation and/or examples:

NOI

(Applicable to managers of 100+ units)

Explanation and/or examples:

Cost Control

(Applicable to managers of 100+ units)

Explanation and/or examples:

Working Together with Portfolio Manager

Explanation and/or examples:

Understanding Property Goals

Explanation and/or examples:

Has Effective Cost Efficient Ideas for Property

(manages cost)

Explanation and/or examples:

Is Aware of Property Financial Goals and Objectives _____
Explanation and/or examples:

Handles Turnovers in Timely Manner _____
Explanation and/or examples:

Has Effective Ideas for Marketing/Advertising Budget _____
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:

Tenant Newsletter _____
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: