

Nomination Process:

- Have employees nominate their peers (or managers nominate direct reports)
- Use Microsoft Teams for nominations - DM Jennifer
- Self nomination allowed
- Nominees may be given the opportunity to submit a short statement explaining their achievements or contributions

Voting Mechanism:

- a. Performance-based awards - Management choose the winners (with input from team leads)
- b. Value-based awards - Voting open to the entire team
- c. Fun awards - Voting open to the entire team

Nomination deadline: 12/12/2024 at 11:59pm

Voting deadline: 13/12/2024 - 18/12/2024 at 11:59pm

Decision announced: 20/12/24 at 2pm

AWARD CATEGORIES

Performance-Based Awards:

1. **Employee of the Year:** For the individual who has made the most significant contribution to the company in terms of innovation, hard work, and leadership. *Criteria:*
 - a. *Exceptional performance - consistently high-quality work, exceeds targets, proactive problem solving*
 - b. *Leadership and initiative - take ownership of work till completion, shows initiative to improve processes, mentoring and support*
 - c. *Work ethic and dedication - can be dependable, their dedication to the organisation's success is clear in their day-to-day actions and long-term contributions*
 - d. *Innovation and creativity - brings new ideas and drives change, contributed to a major breakthrough in product development, improved operational efficiency, or enhanced customer experience through their innovative contributions*
2. **Rising Star:** For a newer employee who has demonstrated exceptional growth and promise. *Criteria:*
 - a. *Exceptional growth - Rapid learning and skill development, taking on new responsibilities and excelling*
 - b. *High performance - Consistently produces high-quality work, exceeds expectations and delivers results*
 - c. *Adaptability & resilience - Embraces change and adapts to challenges, maintains performance under pressure, positive attitude and flexibility in difficult situations*
 - d. *Collaboration & teamwork - Builds strong relationships with peers and teams, willing to help others and contribute to team success, effective communicator and team player*
 - e. *Proactivity & Initiative - Takes ownership of tasks and projects, actively contributes beyond job expectations, self-starter with minimal supervision required*
3. **Outstanding Leadership:** For a manager or team leader who has shown excellent leadership, mentoring, and decision-making throughout the year. *Criteria:*
 - a. *Effective decision making - Consistently makes thoughtful, impactful decisions, balances short-term needs with long-term goals*
 - b. *Team Development - Actively mentors, supports, and develops team members, encourages growth and skill development within the team*

- c. *Communication Skills - Clearly communicates expectations, goals, and feedback, fosters an open, transparent, and collaborative environment*
 - d. *Vision and Strategy - Provides clear direction and aligns team efforts with company goals, inspires and motivates others toward shared objectives*
 - e. *Delegation and Trust - Effectively delegates tasks and empowers others, trusts the team to deliver while providing guidance and support*
- 4. **Best Problem Solver:** For someone who has consistently found creative solutions to difficult challenges. *Criteria:*
 - a. *Creative Thinking - Approaches challenges with innovative and out-of-the-box solutions, Generates unique ideas to overcome obstacles*
 - b. *Resourcefulness - Finds effective solutions with limited resources or under pressure, leverages available tools, knowledge, and team strengths efficiently*
 - c. *Analytical Skills - Breaks down complex problems into manageable parts, identifies root causes and addresses them effectively*
- 5. **Team Player of the Year:** For the person who consistently fosters collaboration, helps others, and works well across teams. *Criteria:*
 - a. *Collaboration - Actively contributes to team efforts and supports colleagues, encourages open communication and fosters a collaborative work environment*
 - b. *Reliability - Dependable and consistently meets deadlines or commitments, always willing to step in and help when needed, without hesitation*
 - c. *Adaptability - Willing to adjust to changing team needs, priorities, or working styles, easily works with different personalities and adapts to various roles within the team*
 - d. *Supportiveness - Provides guidance, encouragement, and assistance to teammates, actively helps others grow, whether through mentorship or sharing knowledge*
 - e. *Contribution to Team Success - Goes above and beyond to ensure the success of the team or project, puts team goals above individual achievements, prioritising group success*
- 6. **Innovation Award:** For the individual or team that has driven the most innovative solution or product development. *Criteria:*
 - a. *Creativity - Generates original ideas that address challenges or improve processes, thinks outside the box to drive new ways of working or solving problems*
 - b. *Impact - Innovations lead to measurable improvements in efficiency, productivity, or customer satisfaction, tangibly enhances products, services, or team workflows*
 - c. *Risk-taking - Willing to experiment with new approaches, even when the outcome is uncertain, embraces change and challenges the status quo to drive progress*
 - d. *Practical Implementation - Transforms innovative ideas into practical solutions that are successfully implemented, effectively bridges the gap between creativity and execution*
- 7. **Client Impact Award:** For the team member who has most positively impacted clients or users through product development or customer service. *Criteria:*
 - a. *Exceptional Client services - Goes above and beyond to meet client needs and exceed expectations, provides prompt, effective, and personalised support or solutions*
 - b. *Building Strong Relationships - Develops and maintains long-term, trust-based relationships with clients, consistently communicates and engages with clients to ensure satisfaction.*
 - c. *Problem-Solving for Clients - Proactively identifies and resolves client issues or challenges, offers innovative solutions that directly benefit the client's goals.*
 - d. *Client Retention & Satisfaction - Contributes to client retention through outstanding service and results, receives positive feedback or testimonials from clients.*

- e. *Business Impact - Drives business growth by fostering repeat business, upsells, or referrals, directly contributes to the company's reputation and success with clients.*

Values-Based Awards:

1. **Customer-Centric Award:** For someone who truly embodies the spirit of customer-first thinking, whether in product development, service, or support. *Criteria:*
 - a. *Customer-Focused Mindset - Prioritises customer needs and consistently strives to exceed their expectations, understands customer pain points and works to provide tailored solutions.*
 - b. *Excellent Communication - Communicates clearly and effectively with customers, ensuring transparency and understanding, actively listens to customer feedback and responds promptly.*
 - c. *Problem Solving & Responsiveness - Takes initiative to resolve customer issues quickly and efficiently, demonstrates patience, empathy, and resourcefulness when handling challenges.*
 - d. *Advocacy for Customer Needs - Actively advocates for customer interests within the company, ensuring their voice is heard, suggests improvements based on customer feedback to enhance their experience.*
2. **Culture Champion:** For the individual who has best embodied the company's core values and contributed to building and maintaining company culture. *Criteria:*
 - a. *Embodies Company Values - Consistently demonstrates the company's core values in actions and decisions, acts as a role model for others in upholding organisational culture.*
 - b. *Supports Team Morale - Boosts team spirit, encourages collaboration, and creates a positive work atmosphere, helps resolve conflicts and promotes a healthy, supportive team dynamic.*
 - c. *Organises or Contributes to Cultural Initiatives - Actively participates in or leads activities that strengthen company culture (e.g., team-building, social events, community outreach), encourages others to get involved and engage with company culture initiatives.*
 - d. *Advocates for Work-Life Balance - Supports and encourages practices that promote a healthy work-life balance for all employees, leads by example in maintaining a balanced, respectful approach to work demands.*
 - e. *Promotes Inclusivity & Diversity - Fosters an inclusive, respectful environment where everyone feels valued, actively supports diversity in ideas, backgrounds, and perspectives.*

Fun and Lighthearted Awards:

1. **Most Likely to Save the Day:** For the person who always seems to step in during critical moments.
2. **The “MacGyver” Award:** For the person who is always resourceful and finds quick solutions with limited resources.
3. **The “Early Bird” Award:** For the employee who always arrives early or is the first to get things done.
4. **The “Tech Guru”:** For the individual who is the go-to person for any tech issues or advice within the team.

5. **“Most Likely to Brighten Your Day” Award:** For the individual who consistently lifts the spirits of those around them, creating a positive and uplifting atmosphere in the workplace.
- Criteria:*

- a. Positive attitude (even when facing challenges) and shares the good energy*
- b. Kindness and empathy - offering encouragement, offering help, checking in on colleagues*
- c. Engaging and friendly*
- d. Humour and fun*