**Hotel Worker of the Year Award**

**Nomination Form**

The **Hotel Worker of the Year** **Award** is a prestigious award forming part of the STAR Awards organised by the Malta Tourism Authority. This award aims to give *Special Thanks And Recognition* to outstanding employees within the hospitality industry who through their commitment, excellent performance and positive attitude are considered exemplary employees by management and staff.

**Rules of Participation:**

* Only one nomination per hotel is permitted;
* Nominees must be residents of Malta;
* Nominees may be from either front-of-house or back-of-house operations (any  grade):
* Nominations should be submitted by groups of 5 hotel employees (any grade);
* Nominations must be endorsed by the hotel manager / owner;
* The committee reserves the right to interview any of the nominee’s immediate colleagues or superiors;
* Nomination forms may be sent either by email to [starscheme@visitmalta.com](mailto:starscheme@visitmalta.com) or by post addressed as follows: Quality & HR Development Unit, Malta Tourism Authority, Smart City Malta, Building SCM 001, Level 3, SCM 10001, Ricasoli;
* Nominations can also be submitted online on [www.starawardsmalta.com](http://www.starawardsmalta.com);
* Nomination forms much reach the Malta Tourism Authority by **Wednesday 31st October 2019 by 1600hours.**

**SECTION A:**

**Name of Hotel:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of Nominee:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Job Position of Nominee:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of person filling the application:\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Job Position of the person filling the application \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Names of people proposing the employee for the award:** | **Designation:** |
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It is hereby declared that the information provided about the person being nominated for the Hotel Worker of the Year award is correct and endorsed by the Hotel General Manager / Owner.

**Signature of Hotel Manager / Owner\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SECTION B:**

**Fill in the contact details of nominee and hotel sheet (excel document attached in email)**

Notes:

* The nominee’s and the hotel management invitations to the STAR Awards Ceremony will be posted together to the HR Manager.
* Upon receipt of application, the nominee will be contacted on the personal mobile number provided in the contact sheet in order to attend a photo shoot prior to the award ceremony.

**SECTION C:  Reasons for Nomination**

1. What is the main reason why this person was selected to be nominated for the **Hotel Worker of the Year** award?

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1. Give concrete examples which show that the person being nominated performs his/her duties with honesty and efficiency.

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1. Give concrete examples which show that the person being nominated excels in the hospitality he/she offers in terms of friendliness, helpfulness and enthusiasm (applicable to employees who directly interact with guests).

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1. How has the nominated person shown initiative and creativity in his/her work? Has the nominee had the opportunity to provide input in management decision-making?

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1. Give concrete examples of occasions when the person being nominated has helped fellow workers at personal sacrifice and/or has gone the extra mile to promote workers’ cohesion and equal opportunities at the workplace.

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1. Is the person active in any voluntary activities? If so, please specify.

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1. Do you have any further comments about the person being nominated which you wish to forward to the Committee?

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