

Nomination Form

Please note that no points will be awarded for this section. The nomination form gives the judges a quick overview of the nominee. All questions in this section require an answer.

Nominee information:

Name of nominee: _____

(Note: Only one name per nomination is permitted.)

Age (as of June 30, 2019): _____

Nominee's Gender:

- Male
- Female

What is the nominee's highest level of education attained?

- High school
- College or vocational school
- Undergraduate degree
- Master's degree
- Doctorate or higher

Nominee's contact information:

Work phone number _____

Cell phone _____

Email address _____

Nominee's work information:

Job title _____

Number of years nominee has held position _____

Which of the following best describes the nominee's position?

- Owner
- Partner
- Executive
- Manager
- Contractor
- Employee
- Other _____

Company information:

Company name _____
Company mailing address _____
City, Province _____
Postal code _____
Company website _____
Year company was established _____
What does the company do? _____

Did the nominee found the company or play a significant role in founding the company?

- Yes
- No
- Does not apply

How long has this company been in operation?

- 1 year or less
- 2 - 3 years
- 4 - 5 years
- 5 - 9 years
- 10 - 20 years
- 20 years or more

Is this company:

- A locally headquartered company
- A local office of a Canadian company
- A local office of a multinational company
- Does not apply

How many people are employed with this company?

- 1 - 4
- 5 - 9
- 10 - 24
- 25 - 49
- 50 - 99
- 100 - 499
- 500 +
- Does not apply

What industry does the nominee work in?

- Accounting
- Agricultural
- Communications and media
- Construction
- Education
- Financial services - Banking and lending
- Financial services - Insurance
- Financial services - Investment - Business
- Financial services - Investment - Personal
- Government / non-profit
- Health care
- Hospitality
- Law
- Manufacturing
- Natural resources
- Real estate - commercial
- Real estate - residential
- Recreation
- Restaurants
- Retail
- Tech – Defence and aerospace
- Tech - Environmental
- Tech – Life sciences
- Tech – New media
- Tech - Software
- Tech - Telecom
- Tourism
- Transportation
- Other

What are the annual revenues of this company?

- Less than \$250,000
- \$250,000 to less than \$1 million
- \$1 million to less than \$5 million
- \$5 million to less than \$10 million
- \$10 million to less than \$25 million
- \$25 million to less than \$100 million
- \$100 million or more
- Will not disclose
- Does not apply

Information about the nominator

- Name of nominator
- Job title
- Company name
- Work phone number
- Email address

Business Accomplishments

Please answer the following questions to highlight the nominee's business accomplishments. The judges can award the nominee up to 20 points for this section.

These are open-ended questions and topics you may wish to cover in your response. They are intended to elicit pertinent information about the nominee's business accomplishments. Not all questions must be answered. A score is given for the overall section, not individual responses. When completing this section, please be as specific as possible, using quantifiable figures when possible.

Stating that "The nominee oversaw a \$1-million marketing strategy for a new product that included newspaper ads, radio broadcasts, television interviews and trade shows" will garner more points than "The nominee oversaw a new marketing strategy."

Responses should focus on the nominee's individual role and accomplishments, when possible. For example, quantifying the increase in a lawyer's individual billings will receive more points than referencing the firm's overall revenue growth.

This section is intended to capture highlights from the nominee's career and does not need to be limited to their achievements in their current role.

Point form answers are accepted. Please do not duplicate responses - not all questions have to be answered.

Key achievements

Highlight the benefits the nominee delivered to the business through their achievements. Use quantifiable results where possible and be specific. *Example: Launched a technology startup in 2010 that now has annual revenues of \$5 million, employs 45 full-time employees and does business in a dozen countries.*

Expansion / growth

How much of the company's growth can be attributed to the nominee? What factors can be attributed to this growth? *Example: Nominee took over an insolvent company, restructured it so that it now generates more than \$1 million in profit.*

Business development and sales

What business development activities has the nominee initiated? What has the nominee done to attract and/or retain clients? *Example: Nominee negotiated a \$6-million contract with ACME Corp.*

Scope of responsibilities

How many people report to the nominee, and in what capacity? *Example: The nominee oversees the entire research and development team of eight people, providing guidance and approval for projects worth more than \$50,000.*

Objectives

When the nominee was hired, what objectives were established? How did the nominee meet or exceed this target? *Example: Nominee was given the objective to hire ten new sales people before the end of fiscal year to increase revenue. Nominee hired twelve new sales people, and increased overall revenue by 70 per cent.*

Obstacles

What challenges or obstacles has the nominee overcome in their current position? *Example: Nominee grew revenues by 15 per cent despite its primary customer declaring bankruptcy.*

Other

Please note any other significant business achievements the nominee has made.

Level of Expertise

Please answer the following questions to provide information on the nominee's level of expertise in their respective field. The judges can award the nominee up to 10 points for this section.

These are open-ended questions intended to give the judges an overview of the nominee's level of expertise. A score is given for the overall section, not individual responses. Not all questions have to be answered.

When completing this section, please be as specific as possible, using quantifiable figures when possible. Stating that "The nominee was featured on CTV's Tech Now program in June 2011 for their innovative use of social media in the workplace" will garner more points than "The nominee was featured on CTV."

Point form answers are accepted. Please do not duplicate responses - not all questions have to be answered.

Education credentials

Please list the name of educational institutions the nominee has attended, along with the degree / diploma, any distinctions, and year of graduation. *Example: University of Ottawa, B.Comm, Honours, 1998.*

Work experience and industry leadership

Use the nominee's experience to show their level of expertise by explaining who they worked with, how their work was used or their specific achievements within professional industry organizations. *Example: Studied for three years under the Master Chef at Le Cordon Bleu; chaired BOMA subcommittee that successfully reduced municipal taxes on commercial properties.*

Awards and distinctions

Please list any awards the nominee may have received, along with the year the award was given. *Example: Forty Under 40 Award in 2010; Nominee holds the second-highest sales result in company history.*

Recognition

Please list any third-party recognition of expertise or leadership in the nominee's respective field. *Examples: Media interviews, journal articles, guest speaker, college or university instructor.*

Other

Please list any other items or points of interest that highlight the nominee's level of expertise in their respective field.

Community Involvement

Please highlight the nominee's community involvement. The judges can award the nominee up to 10 points for this section. Higher scores will be awarded to applications that clearly illustrate the specific contributions of the nominee. *For example, "The nominee organized and launched a bike-a-thon that raises \$50,000 for the Canadian Cancer Society annually" will score higher than, "The nominee sat on the board of directors for three years."*

While we understand the importance of financial contributions to volunteer organizations, the judges are looking for information on how the nominee has played a significant leadership role in community causes.

Please provide a concise description of the charities, non-profits or other organizations to which the nominee has made a major contribution, as well as the specific role played by the nominee, the approximate dates of service and the monthly time commitment. Point form answers are accepted.

Please highlight the nominee's involvement in multiple organizations, if warranted.

Please provide the following details about each volunteer position:

- Name of organization
- Description of organization's focus (one sentence)
- Length of service
- Monthly time commitment
- Specific role and accomplishments