

NJPGA Nominating Form for

Office Person of the Year for Work in 2020

NAME OF OFFICE PERSON: _____

COMPANY: _____

ADDRESS: _____

TELEPHONE: HOME: _____ / _____ WORK: _____ / _____

(1) How many years with the company: _____

(2) Attendance record: Good _____ Excellent _____ Superior _____

(3) Organization skills: Good _____ Excellent _____ Superior _____

(4) Rate nominee's appearance: Good _____ Excellent _____ Superior _____

(5) Willingness to do more than job expectations: Good _____ Excellent _____ Superior _____

Comments: _____

(6) Outstanding Contributions: _____

7) Describe nominee's relations with both customers and internal staff: _____

(8) CETP trained: Yes _____ No _____

(9) Overall knowledge of company's products and services:
Good _____ Excellent _____ Superior _____

(10) Why should this person be "Office Person of the Year"? (Add additional space if necessary.)

Submitted by: Name: _____

Signature: _____

Company Address: _____

City/State/Zip: _____

Telephone: _____

E-mail: _____

Submission Deadline: Wednesday, September 8, 2021

Please fax to NJPGA Headquarters at 609-581-8244 or email to njpga@hq4u.com. Thank you.