

ASB Employee of the Year Award 2010

This award was introduced by the Association of Scottish Businesswomen (ASB) in 2010 to recognise an individual who has proved to be an emerging talent within a business.

We are now inviting nominations for the 2010 Awards. It's a great opportunity to showcase your achievements and positive impact on the performance of the business to a wider audience. All finalists are profiled on the evening and included in press releases about the Awards. For the Winners, ASB has a strong track record in offering a package of prizes which in previous years has included a glass trophy, office furniture, a mentoring package from a top Scottish businesswoman, and flight and accommodation prizes.

Eligibility

The Award is open to women employed in any organisation. It is not necessary to be a member of an existing businesswoman's club or network to enter for the Award. This award is made to an individual, rather than to an organisation.

All nominees for the ASB Employee of the Year Awards should be able to fulfill the following criteria. The judges will be looking for evidence that the individual:

- has been instrumental in successfully developing and driving a project or initiative that has had a significant positive impact on the performance of the business
- can lead, inspire and motivate their colleagues
- demonstrates commitment to the organisation and is willing to go the extra mile
- can interact at all levels
- can work on their own initiative
- drives business growth

How to Apply

If you would like to take part in the Award your application can be made in one of two ways:

1. The individual sends their own application
2. Nominations from the individual's employer

Both methods must include:

- Completed cover sheet
- Completed application form stating how the individual meets the judging criteria (no more than two A4 pages)
- Current CV
- Reference from employer confirming how the individual meets the judging criteria (no more than one A4 page)

5 copies of the full application should be sent to:

Anne Bunting
Association of Scottish Businesswomen
Lantana
Glenlyon Road
Perth PH2 0AG

annebunting@hotmail.com
07866 475502

by 28th May 2010.

Judging Criteria

The judges will use the following criteria to assess entries:

- Successful delivery of project or initiative
- Working relationships/team work
- Leadership/communication skills
- Organisational & planning ability
- Positive impact on business performance

It is not necessary to be able to demonstrate all of the criteria before applying.

Key Details

Entries close on **28th May** and shortlisted finalists will be advised by 3rd June 2010.

Finalists will be required to attend an interview with the judging panel on **25th June** in Edinburgh or Glasgow. The interview is to clarify details in the application and learn more about the candidate, the business they work for and the positive impact they have made.

The judging panel will comprise of four independent judges who represent various sectors of business. An ASB representative will be present but takes no part in the final decision.

All information will be confidential.

The winner will be announced at the ASB Awards Dinner on Friday 27th August 2010 at Elphinstone Hall, Aberdeen. **All finalists are required to attend the Awards Dinner.**

Feedback to the unsuccessful finalists will be available on request after the Awards Dinner from Anne Bunting.

Checklist

5 Copies of:

- Cover Sheet
- Application (2 pages)
- CV
- Reference from employer (1 page)

ASB Employee of the Year Award 2010

Cover Sheet

Entrant's details

Name

Company/Organisation

Address

Tel No.

Email Address

Website address

Referee's details

The reference from your employer should indicate how you meet the Awards Criteria. Your referee must have known you for a minimum of one year.

Name

Company/Organisation

Address

Tel No.

Email Address

Website address