

Tips for Applying for The ESOP Association's Employee Owner of the Year Award

Note: The Employee Owner of the Year should be an employee below the level of senior management.

Before you enter your submission in our online entry form, it is a good idea to gather your materials and prepare your entry. Below you will find an outline of the items you will need to provide for the entry form, and examples of the kinds of items you may want to provide.

1. Submission Contact Information

- Name of person submitting
- Company of person submitting
- Email address of person submitting
- Phone number of person submitting

2. Type of business (at which nominee works)

- For example, manufacturing company, restaurant, etc.

3. Year your company ESOP was established

4. Number of people participating in the ESOP

5. Name of the employee owner being nominated (one nomination per company)

6. Nominee's job title

7. Provide a brief job description of the nominee

- Duties, involvement in the ESOP, committees served on, extra activities this person is involved in, etc.

8. How has the employee owner contributed to the increased productivity and profitability of the company?

Possible examples:

- Has the nominee helped the company gain efficiencies or reduce costs? If so, describe here.
- What did the employee owner do to help the company reach its goals?
- Did the employee owner's participation and engagement help improve the company in some way?
- Has the employee owner contributed to increased collaboration and teamwork?

9. How has the employee owner promoted the ESOP to his/her fellow employee owners?

Possible examples:

- Serves or has served on a company ESOP committee. (List the role on the committee, number of years served, any specific contributions, etc.)
- Held a seat on the company Board of Directors.
- Served as an ESOP trustee.
- Has been involved in company ESOP communications, such as helping to produce a company newsletter, contribute to an intranet or website, etc.
- Organized or participated in the organization of any company ESOP award entries/nominations.
- Organized activities for Employee Ownership Month.

- Organized or participated in company events.
- Served as a mentor or been involved in the orientation process for new employee owners.
- Explained the ESOP and/or ESOP statements to other employee owners.
- Won a company award. (List year and type of award.)
- Contributed to the company's overall ESOP culture. (Explain.)

10. Has the employee owner participated in chapter or national events of The ESOP Association?

Possible examples:

- Attended a chapter meeting or event.
- Attended a national ESOP Association meeting or event.
- Served as a chapter officer or executive committee member.
- Helped organize or host a chapter event.
- Spoke at one or more chapter or national events.

11. What has the employee owner done to promote the ESOP concept to the general community where the company is located?

Possible examples:

- Written or provided talking points or interviews with media?
- Met with elected officials and/or policymakers to discuss ESOPs?
- Active in local community groups (Chamber of Commerce, city appointed positions, etc.)
- Participated in or organized charitable campaigns on behalf of the company.