



## THINC AFRICA GENERAL MANAGER OF THE YEAR AWARDS - 2017 NOMINATION FORM

To nominate yourself for the 'General Manager of the Year' award, please complete this form and return it to us via email to [smasiba@hvs.com](mailto:smasiba@hvs.com). Upon receipt of your nomination, a letter of confirmation will be sent to you via email. All information provided will be treated in the strictest confidence.

Name of the nominee			
Name of the property			
Luxury	Upper Upscale /Upscale	Upper Mid Market/Mid Market	Budget/Economy
Number of rooms		Number of employees	
Duration in current role (in years)			
Duration in current property (in years)			

### A. OPERATIONAL STATISTICS

Please provide operational details pertaining to the property. Incomplete entries may be disqualified.

		Subject Hotel	Competitive Set	
Hotel performance statistics under the leadership of the nominee, as compared to the competitive set for the period of January 2016 – December 2016.  (Please identify each hotel in the competitive set. Please attach additional sheet should there be more than four hotels in your competitive set)	<b>Operational statistics</b>			
	Occupancy (%)			
	<b>(Please indicate the Currency for the below financial information and the US\$ exchange rate)</b>	<b>Local Currency (Name)</b>	<b>Exchange Rate (vs US\$) used</b>	
	Average Room Rate			
RevPAR (Please indicate the Currency and the US\$ exchange rate)				
Provide operating ratios for your hotel, for the calendar years 2015 and 2016, as indicated	<b>Operating Ratios</b>	<b>January – December 2016</b>	<b>January – December 2015</b>	
	Gross Operating Profit			
	Gross Operating Profit %			
	Net Income			
	Net Income %			

Describe any initiative/s that has been implemented between January 2016 and December 2016, and provide information as to how this has led to cost savings due to the implementation. (Please provide/attach supporting data, if required.)	
Provide examples of strategies designed and executed by the nominee that has led to significant increase in revenue.  (Please support with facts and data demonstrating the % increase in revenue)	
Guest satisfaction score in your hotel for the period January 2016 – December 2016	

## B. PEOPLE STATISTICS

Please provide details pertaining to HR and Training aspects in your hotel. Incomplete entries may be disqualified.

Provide attrition % in your hotel for the year January 2016 – December 2016	
Provide examples of any HR initiative executed by you which have led to retention of manpower. (Please provide/attach supporting data for the same.)	
Provide data on the number of trainings conducted across levels for the hotel employees leading to significant impact on overall productivity	
Provide example of any employee engagement activity implemented by you and its immediate impact on employee motivation and workplace effectiveness  (Please provide/attach supporting data, if required.)	

## C. FEEDBACK FROM THE OWNING COMPANY ON THE NOMINATED GENERAL MANAGER'S PERFORMANCE IN THE YEAR 2016

Please provide written feedback directly, either as an email attachment or on the letter head from the owning company, relevant to the nomination and supporting the citation.

## D. FEEDBACK FROM THE MANAGEMENT COMPANY ON THE NOMINATED GENERAL MANAGER'S PERFORMANCE IN THE YEAR 2016

Please provide written feedback directly, either as an email attachment or on the letter head from the management company, relevant to the nomination and supporting the citation

## **E. PLEASE PROVIDE DETAILED RESUME OF THE NOMINEE**

### **ELIGIBILITY CRITERIA FOR THE NOMINATION**

- The award for the General Manager of the year will be rewarded to an individual who has measurable results in two main categories:
  - I. Operational Strengths
  - II. People Skills
- The nominated General Manager should have completed a minimum of 12 months in the current role and hotel and should have been with the operating company for a minimum of 24 months.
- The nomination will be judged on the basis of complete citations supported by examples, facts and supporting documents provided by the nominee.

### **IMPORTANT DATES**

Last date for receiving the nominations	5 July 2017
Announcement of results	30 August 2017

Extra pages may be attached separately in the form of supporting documents, wherever required.

**Note:**

**The judging panel reserves the right to move a nominee to a different category, if deemed necessary. The concerned person will be informed about the change subsequently.**

**The short-listing of the nominees will be done by an independent panel. The shortlisted nominees will be part of an in-person discussion with the independent panel. The decision of the panel in this regard will be final and binding.**

**The organisers reserve the right to disqualify any nomination.**