

**Community Impact (20+ employees)**

Company Name: \_\_\_\_\_

**Eligibility Criteria:**

1. Must be a member in good standing of the St. John's Board of Trade.
2. Must demonstrate contribution on the economic, social and/or cultural well being of the community.
3. Noted contributions to the community must have primarily taken place within the last 12 months ending September 30, 2017 and must be above and beyond your mandate.
4. Must provide two testimonials from customers, clients or suppliers that describe the company's community impact involvement.
5. Must provide a letter of good standing from their Financial Institution.

**Questions**

**Scoring (please circle one)**

1= lowest score 10= highest score no 1/2

1) Has the nominee provided examples on how they stay active in their community?	1	2	3	4	5	6	7	8	9	10
2) Has the nominee provided how they are bettering the community?	1	2	3	4	5	6	7	8	9	10
3) The total benefit to the community - have they indicated that they plan on continuing their involvement in the city?	1	2	3	4	5	6	7	8	9	10
<b>TOTAL</b>	/ 30									

**NOTES/ CONCERNS/ QUESTIONS FOR DISCUSSION:**

## Scoring Sheet

### Community Impact (under 20 employees)

Company Name: \_\_\_\_\_

#### **Eligibility Criteria:**

1. Must be a member in good standing of the St. John's Board of Trade.
2. Must demonstrate contribution on the economic, social and/or cultural well being of the community.
3. Noted contributions to the community must have primarily taken place within the last 12 months ending September 30, 2017 and must be above and beyond your mandate.
4. Must provide two testimonials from customers, clients or suppliers that describe the nominee's community impact involvement.
5. Must provide a letter of good standing from their Financial Institution.

#### **Questions**

#### **Scoring (please circle one)**

1= lowest score 10= highest score no 1/2

1) Has the nominee provided examples on how they stay active in their community?	1	2	3	4	5	6	7	8	9	10
2) Has the nominee provided how they are bettering the city?	1	2	3	4	5	6	7	8	9	10
3) The total benefit to the community - have they indicated that they plan on continuing their involvement in the city?	1	2	3	4	5	6	7	8	9	10
TOTAL	/ 30									

#### **NOTES/ CONCERNS/ QUESTIONS FOR DISCUSSION:**

**Leader in Growth and Sales**

Company Name: \_\_\_\_\_

**Eligibility Criteria:**

1. Must be a member in good standing of the St. John's Board of Trade.
2. Notes growth in competitive domestic or export markets must have taken place in the last 12 months ending September 30, 2017.
3. Must provide two testimonials from customers, clients or suppliers that describe how the nominee is a leader in growth and sales.
4. Must provide a letter of good standing from their Financial Institution.

Questions	Scoring (please circle one) 1= lowest score 10= highest score no 1/2									
1) Has the company quantified how sales have grown? Did they provide comparison over previous year?	1	2	3	4	5	6	7	8	9	10
2) Has the company described why sales have grown?	1	2	3	4	5	6	7	8	9	10
3) Has the company described how they met this demand?	1	2	3	4	5	6	7	8	9	10
TOTAL	/ 30									

**NOTES/ CONCERNS/ QUESTIONS FOR DISCUSSION:**

**Marketing and Promotional Achievement**

Company Name: \_\_\_\_\_

**Eligibility Criteria:**

1. Must be a member in good standing of the St. John's Board of Trade.
2. Noted marketing and promotional achievements must have taken place in the last 12 months ending September 30, 2017.
3. Nominated company must be the company marketing the product or service, not the agency developing the marketing program.
4. Must provide two testimonials from customers, clients or suppliers that describe the nominee's marketing and promotional achievement.
5. Must provide a letter of good standing from their Financial Institution.

**Questions**

**Scoring (please circle one)**  
1= lowest score 10= highest score no 1/2

1) Originality and creativity of marketing or promotion of the nominee – did they tell you how they stand out?	1	2	3	4	5	6	7	8	9	10
2) Did the nominee provide enough information on how they have raised the profile of their company through marketing and promotional tactics?	1	2	3	4	5	6	7	8	9	10
3) The nominee should tell us how their sales benefited. Was there a difference?	1	2	3	4	5	6	7	8	9	10
4) Did the nominee explain why their marketing led to their success?	1	2	3	4	5	6	7	8	9	10
TOTAL	/ 40									

**NOTES/ CONCERNS/ QUESTIONS FOR DISCUSSION:**

**Customer Service and Reliability**

Company Name: \_\_\_\_\_

**Eligibility Criteria:**

1. Must be a member in good standing of the St. John's Board of Trade.
2. Noted achievements in customer service and customer reliability must have taken place in the last 12 months ending September 30, 2017.
3. Must provide two testimonials from customers, clients or suppliers that describe the nominee's customer service and reliability.
4. Must provide a letter of good standing from their Financial Institution.

<b>Questions</b>	<b>Scoring (please circle one)</b> 1= lowest score 10= highest score no 1/2
1) Did the nominee provide examples on how their company stays dedicated to outstanding customer service and satisfaction?	1 2 3 4 5 6 7 8 9 10
2) Has the nominee provided ample information on how their outstanding service has improved their business practices?	1 2 3 4 5 6 7 8 9 10
3) Reputation – did they explain how this has affected the success of their company?	1 2 3 4 5 6 7 8 9 10
4) Did they tell you why their customers love them?	1 2 3 4 5 6 7 8 9 10
5) Did they explain how they measure their customers' needs? Did they provide examples? (surveys, feedback, customer comments)	1 2 3 4 5 6 7 8 9 10
<b>TOTAL</b>	<b>/ 50</b>

**NOTES/ CONCERNS/ QUESTIONS FOR DISCUSSION:**

**Innovative Solutions**

Company Name: \_\_\_\_\_

**Eligibility Criteria:**

1. Must be a member in good standing of the St. John's Board of Trade.
2. Innovations carried out by the nominee must have taken place in the last 12 months ending September 30, 2017.
3. Must provide two testimonials from customers, clients or suppliers that describe the nominee's innovative solutions.
4. Must provide a letter of good standing from their Financial Institution.

<b>Questions</b>	<b>Scoring (please circle one)</b> 1= lowest score 10= highest score no 1/2
1) Did the nominee explain why their new initiative is so unique?	/ 15
2) Did the nominee explain how the innovation has made a significant impact on their company?	/ 25
TOTAL	/ 50

**NOTES/ CONCERNS/ QUESTIONS FOR DISCUSSION:**

**Workplace Excellence**

Company Name: \_\_\_\_\_

**Eligibility Criteria:**

1. Must be a member in good standing of the St. John's Board of Trade.
3. Through its commitment to staff development, work/life balance, fair employment practices and employee communication, the organization provides an exceptional work environment resulting in high employee satisfaction and retention. Must be current and taken place in the last 12 months.
4. Must provide two testimonials from customers, clients or suppliers that describe the nominee's workplace excellence. And one testimonial from an employee as to why the nominee should be recognized for workplace excellence.
5. Must provide a letter of good standing from their Financial Institution.

<b>Questions</b>	<b>Scoring (please circle one)</b> 1= lowest score 10= highest score no 1/2
1) Did the nominee explain why their employees love working for them?	1   2   3   4   5   6   7   8   9   10
2) Did the nominee provide sufficient information on their employee retention? Especially over the last 3 years.	1   2   3   4   5   6   7   8   9   10
3) Has the nominee told you how they show their staff they appreciate them? Did they provide enough examples – programs, outings, professional development?	1   2   3   4   5   6   7   8   9   10
4) Did the nominee show that they hold excellent leadership skills which can be shown through things such as work/life balance, fair employment, staff development, etc. Did they provide examples?	1   2   3   4   5   6   7   8   9   10
<b>TOTAL</b>	/ 40

**NOTES/ CONCERNS/ QUESTIONS FOR DISCUSSION:**

**Entrepreneurial Spirit**

Company Name: \_\_\_\_\_

**Eligibility Criteria:**

1. Must be a member in good standing of the St. John's Board of Trade.
2. Nominee must have been in operation at least 2 years. The nominee must also have demonstrated a highly entrepreneurial approach to launching a new business or a new initiative within an existing business with significant results in key business metrics.
3. Must provide two testimonials from customers, clients or suppliers that describe the nominee's entrepreneurial spirit.
4. Must provide a letter of good standing from their Financial Institution.

<b>Questions</b>	<b>Scoring (please circle one)</b> 1= lowest score 10= highest score no 1/2
1) Has the nominee provided enough information on how they have improved their competitive positioning in the last 2 years?	1   2   3   4   5   6   7   8   9   10
2) Did the nominee provide examples on how they have become the best and quantify?	1   2   3   4   5   6   7   8   9   10
3) Has the nominee offered a new product/service and explained how they have met the market needs with this product/service?	1   2   3   4   5   6   7   8   9   10
4) Did the nominee tell you how they were going to achieve success in the future? Did they explain how they will keep up with this success?	1   2   3   4   5   6   7   8   9   10
<b>TOTAL</b>	/ 40

**NOTES/ CONCERNS/ QUESTIONS FOR DISCUSSION:**



**Community Builder Volunteer of the Year**

Company Name: \_\_\_\_\_

**Eligibility Criteria:**

1. Must be a member in good standing of the St. John's Board of Trade.
2. Volunteer efforts by the nominee must have taken place within the last 12 months ending September 30, 2017.
3. Must provide two testimonials from other parties who can attest to how this individual's volunteer efforts have been exemplary in recent years and deserve to be recognized above all others.

Questions	Scoring (please circle one) 1= lowest score 10= highest score no 1/2
1) Is this nominee a leader? A visionary?	1 2 3 4 5 6 7 8 9 10
2) Has the nominee given their time and have they put a lot of effort into volunteer charities or non-profit organizations which is independent of their job requirements?	1 2 3 4 5 6 7 8 9 10
3) Is the nominee a role model not only to their business but to the community?	1 2 3 4 5 6 7 8 9 10
4) How has the nominee's organization benefited from their time and efforts?	1 2 3 4 5 6 7 8 9 10
5) Do you believe the total positive effect the nominee has had on the community as a whole? Have you been informed how they have made a difference?	1 2 3 4 5 6 7 8 9 10
TOTAL	/ 50

**NOTES/ CONCERNS/ QUESTIONS FOR DISCUSSION:**