



**Tennessee Pest Control Association Administrative Professional  
of the Year Award Nomination Form**

*Sponsored by TPCA PWIPM Committee*

This prestigious award will be presented to the administrative professional that best demonstrates the qualities listed below. Individuals may be nominated by their colleagues, managers, or self-nominated for their outstanding service, superior performance, exceptional efficiency, integrity and dedication to their fellow employees and their companies. Nominees may be nominated by more than one person.

The recipient of this award will be an individual who demonstrates the following qualities:

- Customer service-oriented both internally and externally
- Commitment to the company's purpose
- Current, full-time administrative support staff members
- Have worked in his/her current position for at least two years

The winner will receive:

- A plaque
- ??? gift card
- Complimentary conference registration to the Winter Conference.

This nomination form should be submitted to the address below by the close of business **November 30, 2023**. A committee will review the nominations, score them, and one nominee will be selected as the 2023 Administrative Professional of the Year.

WHO IS NOMINATING THIS INDIVIDUAL:

- Self                       Colleague                       Manager

Nominee's Name: \_\_\_\_\_

Nominee's Employer: \_\_\_\_\_

Nominee's Title: \_\_\_\_\_

Nominee's Email Address & Phone Number: \_\_\_\_\_

Total Number of Years with Current Employer: \_\_\_\_\_

*Mail completed forms to TPCA, Attn: Administrative Professionals Award, 511 Textbook Court, Lawrenceville, GA 30044 or email it to [connierogers1956@gmail.com](mailto:connierogers1956@gmail.com) with "Administrative Professionals Award Nomination" entered in the subject line.*

**DEADLINE: November 30, 2023**

Total Number of Years as an Administrative Support Staff Member: \_\_\_\_\_

Supervisor's Name & Title: \_\_\_\_\_

Nominating Person's Name, Email Address & Phone Number: \_\_\_\_\_

Describe how this candidate has demonstrated the following. Provide 1-2 examples for each category. Use additional paper if needed.

Leadership {200-word limit}

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Customer Relations {200-word limit}

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Knowledge of the Job {200-word limit}

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Job Performance {200-word limit}

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Handling of Problems {200-word limit}

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Other/Additional Information {200-word limit}

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