



## Administrative Professional of the Year Award

### Guidelines and Entry Form

In recognizing the importance and value of administrative professionals, the City of McAllen will be presenting the annual Administrative Professional of the Year Award at the 2022 Administrative Professionals Day Luncheon and Fashion Show. The winner receives a plaque and recognition during the event on **Wednesday, April 27, 2022**. Nominees and persons making the nominations must be present to win.

Individuals are nominated by their colleagues for their outstanding service, superior performance, integrity, and an excellent attitude. The nominee should demonstrate dedication to their company and fellow employees and a willingness to make a positive impact in his/her environment.

Those eligible for nomination must be current, full-time administrative support staff that have been in his/her position for at least one year.

The recipient of this award will be an individual who:

- Demonstrates pride in his/her job
- Exhibits excellent job performance
- Performs actions above and beyond the call of duty
- Displays company involvement

**PLEASE RETURN NOMINATION FORMS NO LATER THAN Wednesday, April 11<sup>th</sup>, 2022**



2022 McAllen Convention Center

**Administrative Professional  
of the Year Award  
Nomination Form**

**REQUIRED INFORMATION**

*Nominee full name, Title*

*Nominator Full name, Title*

*Business Name & Address*

**INFORMATION ABOUT THE NOMINEE**

Please be as detailed and specific as possible.

1. How does this person INSPIRE within your company?

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2. Describe why this person is deserving of this award:

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3. Describe how the Nominee has demonstrated:

*A commitment to the profession and/or the community:*

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*Dependability:*

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*Pride in his/her job:*

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**MCALLEN CONVENTION CENTER CONTACT INFORMATION**

*Please send your nomination form by one of the following ways:*

*Mail: The McAllen Convention Center 700 Convention Center Blvd. McAllen, TX 78501*

*Fax: 956.681.3840 Email to [adminday@mcallen.net](mailto:adminday@mcallen.net) Or for further information please call 956.681.3800*