

MakeMyTrip - HOSI 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 HOSI@hvs.com/smathur@hvs.com or fax to +91 124 461 6001. Upon receipt of your nomination, a letter of confirmation will be sent to you via email.

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.

<p>Hotel performance statistics under the leadership of the nominee, as compared to the competitive set for the period of January 2016 – December 2016.</p> <p><i>(Please identify each hotel in the competitive set. Please attach additional sheet should there be more than four hotels in your competitive set)</i></p>	Operational statistics	Subject Hotel	Comp 1	Comp 2	Comp 3	Comp 4
	Occupancy (%)					
	ADR (Rs.)					
	RevPAR (Rs.)					
<p>Provide operating ratios for your hotel, for the calendar years 2015 and 2016, as indicated</p>	Operating Ratios	January – December 2016		January – December 2015		
	Gross Operating Profit (Rs.)					
	Gross Operating Profit %					
	Net Income (Rs.)					
	Net Income %					
<p>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.</p> <p><i>(Please provide/attach supporting data, if required.)</i></p>						

Provide examples of strategies designed and executed by the nominee that has led to significant increase in revenue. <i>(Please support with facts and data demonstrating the % increase in revenue)</i>	
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. <i>(Please provide/attach supporting data for the same.)</i>	
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 <i>(Please provide/attach supporting data, if required.)</i>	

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:
 - Operational Strengths
 - People Skills
- The nominated General Manager should have completed a minimum of 12 months in the current role and hotel, as on 1 January 2017, 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.

SELECTION PROCESS

- All completed and eligible nomination forms will be assessed on the basis of quantifiable information provided by the nominee, and scores will be allocated as under:
 - Operational Strengths – has been allocated 60% weightage in the overall scoring board
 - People Skills – has been allocated 40% weightage in the overall scoring board
- The shortlisting process will then include assigning of scores based on available information provided in this nomination form. A final weighted average score will be derived to identify the top four scoring nominees across each hotel segment. Please note that HVS has the ability to verify the authenticity of all data provided using market information and analytics knowledge.
- The shortlisted nominees will then be a part of an in-person discussion with the independent jury.
- The jury will then select the winner across each hotel category.

IMPORTANT DATES

Last date for receiving the nominations	10 February 2017
Announcement of results	04 April 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 organisers reserve the right to disqualify any nomination. The decision of the panel in this regard will be final.