

CCN Year End Award Descriptions

Rookie of the Year (Sales)

No prior sales experience
Hired within previous calendar year
Reports sales results consistently
Uses CCN 4P Process consistently
Uses SCSP consistently
Demonstrates Professionalism:
 Professional appearance
 Prompt for appointments
 Places job signs on all jobs
Participates in continuing education programs to improve skills.
Team player:
 Offers help to others
 Helps in dispute resolution
 Expedites completion of jobs
 Contributes to sales meetings
Maintains a positive attitude
Demonstrates measurable proof of sales ability
Demonstrates technical ability:
 Submits accurate estimates
 Handles change orders easily

Rookie of the Year Office Manager

Must have been hired in past calendar year as office mgr.
Schedules appointments for everyone and assures compliance
Demonstrates eagerness to support company policies
Acts with company mission in mind
Promotes positive company image
Creates a competitive edge for company
Contributes to running office more efficiently
Participates in continuing education
Maintains good relationships with everyone in office
Demonstrates good leadership skills
Works hard at making boss look good

Rookie of the Year Production Manager

Must have been hired in past calendar year as prod. mgr.
Schedules work & materials in a timely manner
Demonstrates excellent organizational skills
Participates in continuing education for self improvement
Brings jobs in within budget
Demonstrates superior manpower skills in hiring, promotions, incentives
Maintains a reasonable backlog of work
Maintains production firewalls
Handles disputes & customers in a professional manner.
Promotes efficiency on the job
Disciplines with dignity
Maintains a safe work environment
Team Player
 Acts with company mission in mind
 Interacts positively with sales dept.
Maintains a positive work environment

Rookie of the Year (Company)

Joined CCN within past year
Demonstrates continued sales growth since joining CCN.
Has completed clear mission & business plan.
Has clear organizational structure.
Has started implementing job descriptions for all positions
Has started creating systems for at least one of the following:
 Sales, Accounting, Marketing & Lead Management, Production Firewalls, TQM meetings.
Adopts CCN procedures & practices.
Maintains positive company image.
Adheres to CCN Code of Ethics.
Participates in CCN meetings.
Provides benefits to company employees.
Has excellent safety record.
Can demonstrate 1 area of positive change since joining CCN

Office Manager of the Year

Team Player:
 Schedules appointments for everyone & assures compliance
 Maintains good relationships with everyone
 Acts with company mission in mind
Problem solver
Able to stabilize difficult customers
Assists with compliance of company policies
Promotes positive company image
Creates a competitive edge for the company
Helps to collect money
Participates in continuing education programs.
Makes the boss look good.
Promotes a positive work environment

Production Manager of the Year

Schedules work & materials in a timely manner
Has superior organizational skills
Participates in continuing education programs for self improvement
Brings jobs in within budget
Demonstrates superior manpower skills:
 Hiring
 Promotions
 Incentives
Maintains a reasonable backlog of work
Solves firewall problems
Handles disputes & customers in a professional manner.
Promotes efficiency on the job
Disciplines with dignity
Maintains a safe work environment
Team Player
 Acts with company mission in mind
 Interacts positively with sales dept.
Maintains a positive work environment

Sales Manager of the Year

Trains use of CCN "4P" & SCSP
Encourages weekly sales reporting
Demonstrates an increase in sales volume over previous year.
Enforces compliance with CCN procedures
Helps salespeople with disputes
Helps salespeople save sales
Encourages & supports salespersons to perform at their best
Goes the extra mile for his team
Is a "head fixer"
Team Player:
Helps expedite completion of jobs
Holds company vision & adheres to company mission & goals
Helps expedite flow from sales to production

Project Manager of the Year

Maintains superior technical skills:
Reports to job on time consistently
Maintains accurate paper work
Consistent superior quality of work on all jobs.
Completes jobs in timely manner
Provides on job training to crew as needed
Maintains a safe work environment
Promotes positive company image & competitive edge.
Handles customer complaints in positive manner.
Collects money consistently
Problem solver
Handles change orders easily
Places job signs on all jobs
Maintains the company equipment
Receives consistently excellent letters of recommendation from customers.
Maintains positive work environment

Salesperson of the Year

Reports sales results consistently
Uses CCN 4P Process consistently
Uses SCSP consistently
Demonstrates Professionalism:
Professional appearance
Prompt for appointments
Places job signs on all jobs
Participates in continuing education programs to improve skills.
Team player:
Helps to train others
Helps in dispute resolution
Expedites completion of jobs
Contributes to sales meetings
Maintains a positive attitude
Demonstrates measurable proof of sales ability
Demonstrates superior technical ability:
Submits accurate estimates
Handles change orders easily

Company of the Year

Demonstrates continued sales growth over last year.
Has clear mission & business plan.
Has clear organizational structure.
Has job descriptions for all positions
Has systems in place for the following:
Sales, Accounting, Marketing & Lead Management,
Production Firewalls, TQM meetings.
Adopts CCN procedures & practices.
Maintains positive company image.
Adheres to CCN Code of Ethics.
Participates in CCN meetings.
Provides benefits to company employees.
Has excellent safety record.

Most Helpful Member of the Year

Attended meetings on a regular basis
Contributed good ideas at meetings.
Actively sought people out to network their companies.
Volunteered to provide phone support or encouragement to members.
Shared experiences through audio tapes

Best Invited Speaker

Choose the speaker from a list of invited speakers who presented material at a CCN meeting during the year. Who provided the most informative program? Who "revved you up"? Who made a change in your life? Be sure to look for the ballot and fax it back with your vote!

Best Idea of the Year

Select from a list of contributions made from CCN members to be distributed for your vote. Choose the idea that was most helpful to you in any of the following areas: Sales, Administration, Production. Maybe it was an idea you tried that worked well, maybe it was a form you adopted from the Best Practices Manual, maybe it was an idea you had thought of that another member already tried and it failed. Be sure to look for the ballot and fax it back with your vote!

Special Achievement Awards

Most sales \$ in year
Largest sales volume in one week period
Biggest growth in sales over last year
Most improved Company
Most improved salesperson
Recruitment of most companies to CCN
Salesperson of the Year 2 Consecutive Years
Project Manager of the Year 2 Consecutive Years
Production Manager of the Year 2 Consecutive Years
Office Manager of the Year 2 Consecutive Years
Company of the Year 2 Consecutive Years