

EFCA

YOUNG PROFESSIONAL OF THE YEAR

2017

Personal details

Full name: Enter name

Nationality: Enter nationality

Age as of 31/03/2017: Enter age

Company: Enter company name

Location: Enter location

Contact details

E-mail address: johnsmith@example.com

Office phone number: Enter at least one

Cell phone number: Enter at least one***Instructions for completing this form***

Note to candidates

Each section and sub-section may be expanded as required. The completed entry form should be no longer than **16 pages in total**. Section A is to be completed by your employer, and Section C by the client.

All entries should be submitted in English. Any annexes in other languages should be accompanied by an English translation, or will not be taken into account.

The form should be returned to your national association. They will forward it to the EFCA Secretariat.

You will be informed of the results of the competition at end of April 2017.

Good luck!

Section A. EMPLOYER’S RECOMMENDATION

*Motivation for nominating the candidate: for example: the candidate’s personal qualities; their contribution to the specific project; their communication skills with the client/end user; their management potential.*

Name: Enter name here

Job title: Enter job title here

Managerial relationship to candidate: Click here to enter text.

Section B. THE PROJECT

B.1 Project description:

*Overview of the project, including description of the product/service, client, project partners, timing, specific challenges etc. Supporting documents (which may include photos, drawings or publications) may be included.*

B.2 Innovative characteristics of the project:

B.3 The YP’s role in, and specific contribution to, the project:

B.4 Communication with the client/end user:

*The judges will positively evaluate evidence of good communication skills which contributed towards selling the project to the client.*

B.5 Describe the project end results and the benefits to the client/end user:

Section C. CLIENT’S APPRECIATION OF THE CANDIDATE

*Describe your working relationship with the candidate during the project, and evaluate their performance, including their communication skills.*

Name and signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Job title: Enter job title here

Company: Enter company name here

Section D. CV OF THE CANDIDATE

|  |  |
| --- | --- |
| Curriculum Vitae |   |
|  |  |
| Personal information |  |
| First name(s) / Family name(s)  | First name(s) Last name(s)  |
| Business Address |  |
| Phone number(s) |  | Cell: |  |
| E-mail address |  |
|  |  |
| Nationality |  |
|  |  |
| Date of birth |  |
|  |  |
| Work experience |  |
|  |  |
| Dates | Add separate entries for each relevant post occupied, starting from the most recent.  |
| Occupation or position held |  |
| Main activities and responsibilities |  |
| Name and address of employer |  |
| Type of business or sector |  |
|  |  |
| Education and training |  |
|  |  |
| Dates | Add separate entries for each relevant course you have completed, starting from the most recent.  |
| Title of qualification awarded |  |
| Principal subjects/occupational skills covered |  |
| Name and type of organisation providing education and training |  |
| Level in national or international classification |  |
|  |  |
| Personal skills and competences |  |
|  |  |
| Mother tongue(s) | Specify native language  |
|  |  |
| Other language(s) |  |
| Self-assessment |  | Understanding | Speaking | Writing |
| European level ([\*](http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr)) |  | Listening | Reading | Spoken interaction | Spoken production |  |
| Language |  |  |  |  |  |  |  |  |  |  |  |
| Language |  |  |  |  |  |  |  |  |  |  |  |
|  |  |
|  |  |
| Social skills and competences |  |
|  |  |
| Organisational skills and competences |  |
|  |  |
| Technical skills and competences |  |
|  |  |
| Computer skills and competences |  |
|  |  |
|  |  |
| Other skills and competences |  |
| Hobbies and activities |  |
| Papers published  |  |
|  |  |
| Public speaking experience |  |
| Membership of professional organisations |  |
|  |  |