

PERFORMANCE RECOGNITION PROGRAM



COMMONWEALTH OF MASSACHUSETTS WORKFORCE MENTORING AWARD

NOMINATION PACKAGE

Nomination Instructions:

1. Read "Award Overview" (on following page) prior to completing the nomination form.
2. Type or print legibly when completing the nomination form and make sure all sections of the form are completed.
3. Attach any supporting materials or additional statements/letters of support for the candidate (limit 3 attachments).
4. Submit the completed nomination form to your Agency PRP Coordinator (NOT HRD).

Agency PRP Coordinator will then:

5. Attach the appropriate resume to each nomination received within the department.
6. Convene internal screening committee to review all nominations and determine which nomination will be submitted to the Human Resources Division (HRD) for consideration of the Workforce Mentoring Award.
7. Review the final submission to be submitted to HRD; ensuring that the nomination is complete, with resume attached and any supporting documentation.
8. Obtain Agency Head signature on the nomination form to verify approval of the nomination.
9. HRD is now requesting nomination forms be sent electronically either as a Word document or in PDF format. The completed nomination packet (excluding Instructions and Overview), as well as resume and supporting documentation, should be sent to Nancy.W.Daiute@hrd.state.ma.us.

**All nominations must reach HRD by June 24, 2016
in order to be eligible for consideration.**

COMMONWEALTH OF MASSACHUSETTS WORKFORCE MENTORING AWARD

AWARD OVERVIEW

About the Award

The Commonwealth of Massachusetts Workforce Mentoring Award was established with the purpose of honoring an outstanding leader in the area of mentoring in the workplace, whether it is through a formal mentoring program within their department, or on a more informal basis through the candidate's own initiative.

Recipients of this award play a vital role in preparing the Commonwealth's workforce of tomorrow by serving as a teacher, role model, and confidante to either a subordinate or peer in the workplace. The candidate for the Commonwealth of Massachusetts Workforce Mentoring Award has made an ongoing and continuous commitment to the professional development of their fellow employee, sharing their expertise and transferring their knowledge in a capacity that goes far beyond the standard expectations of the job.

Eligibility

Executive Branch or Higher Education employees who have been in state service for 2 years as of February 9, 2016 are eligible for the Commonwealth of Massachusetts Workforce Mentoring Award. This is an individual award; groups are not eligible for nomination.

An individual does not have to be a recipient of the 2016 Citation for Outstanding Performance in order to be eligible for this award.

An individual may be nominated by a supervisor, peer, subordinate, professional colleague or others familiar with the person's work.

Agency heads and college presidents are not eligible for this award.

Award Criteria

The ideal candidate for the Commonwealth of Massachusetts Workforce Mentoring Award:

- plays a *direct* role in the professional development of a fellow employee within his or her department on an ongoing, day-to-day, basis;
- serves as a resource and mentor to that individual;
- helps the individual reach their goals;
- is generous in sharing his or her own valuable time and knowledge;
- shows a *continued* interest in the individual's growth and development;
- provides leadership in the workplace;
- inspires others to serve as mentors and play a part in succession planning in the workplace.

Selection Process

Screening committees throughout the individual agencies will review all submissions within their own agency. Each agency will select a nomination to forward to the Human Resources Division (HRD) for consideration.

A Selection Committee consisting of the members of the Chief Human Resources Officer's Advisory Council will review all the nominations submitted. The Selection Committee will then recommend to the Governor the candidate they believe to be most worthy of the award.

It is expected that final candidate(s) for the Commonwealth of Massachusetts Workforce Mentoring Award be in full compliance, prior to selection, with all Local, State, and Federal tax obligations, and with any court ordered child support obligation. Accordingly, the Department of Revenue will be asked to determine whether the candidate has filed all applicable tax payments and court-ordered child support payments in a timely manner.

The Governor makes all final selection decisions.

**COMMONWEALTH OF MASSACHUSETTS
WORKFORCE MENTORING AWARD**

Section I (to be completed by nominator)

Name of Nominee: _____				
Title: _____				
Agency: _____				
Work Address: _____				
Social Security Number: _____ (required)*				
* All nominees who are considered as a semi-finalist are required to undergo a background check.				
Date of Entry into State Service: _____				Gender: M F
Ethnicity (circle one):	African-American	Asian-American	Caucasian	Hispanic
	Native American	Other		
Job Category (circle one):	Managerial	Professional	Administrative	Clerical
	Labor/Trades	Public Safety	Technical	Educational
			HHS Direct Care	

Section II (to be completed by nominator)

Name of Nominator: _____				
Title: _____				
Agency: _____				
Work Address: _____				
Work Phone Number: _____				
Relationship to Nominee: _____				

Section III (to be completed by Agency PRP Coordinator)

<i>I certify that this nomination has been reviewed by the appropriate department personnel and that this nomination has been chosen as our department's final submission for the Commonwealth of Massachusetts Workforce Mentoring Award.</i>	
Agency PRP Coordinator Signature: _____	
Agency Head Signature: _____	Date: _____

Section IV (to be completed by nominator)

Please explain in detail the nominee's accomplishments in the area of mentoring in the workplace. (Nominator should refer the "Award Criteria" for guidance on what areas to touch upon throughout this narrative.)