

# PERFORMANCE RECOGNITION PROGRAM



## EUGENE H. ROONEY, JR. PUBLIC SERVICE 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. Obtain the nominee's supervisor's signature (Section V) to verify the information on the nomination form.
5. Attach the appropriate resume to each nomination received within the department. For group nominations, please provide resume for **group leader only** (or 2-3 key members).
6. Review the final submission to be submitted to HRD; ensuring that the nomination is complete, with resume attached and any supporting documentation.
7. Obtain Agency Head signature (Section III) on the nomination form to verify approval of the nomination.
8. 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](mailto:Nancy.W.Daiute@hrd.state.ma.us).

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

## **AWARD OVERVIEW**

### **About the Award**

The Eugene H. Rooney, Jr., Public Service Award highlights human resource development as a planned, continuous effort to provide personal and professional growth opportunities that will enhance employee competency levels. Such activities serve to improve an individual's performance on a currently held job; and/or provide new skills, knowledge and attitudes that will allow an individual to assume a new role in the organization.

### **Eligibility**

Any state, county, city or town employee who has worked in public service for 12 months as of February 9, 2016 is eligible to be nominated for the Eugene H. Rooney, Jr., Public Service Award.

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

Supervisors, peers, professional colleagues (not including subordinates) and others familiar with the employee's accomplishments may nominate an individual or group.

### **Award Criteria**

The ideal candidate for the Eugene H. Rooney, Jr., Public Service Award demonstrates a measurable accomplishment, which affects individual employees and/or the organization as a whole. The nominator must document the nature of the activity and provide a detailed description of the project and its impact on the organization.

### **Selection Process**

A Selection Committee including the Chief Human Resources Officer, the Chairman of the Civil Service Commission and the Co-Chairs of the Legislature's Joint Committee on Public Service will review nominations. The Committee's recommendation will be forwarded to the governor for approval.

It is expected that final candidate(s) for the Eugene H. Rooney, Jr., Public Service 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.





