



# Workforce Issuance

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☐ Policy ☒ Information

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**To:** Chief Elected Officials  
MassHire Workforce Board Chairs  
MassHire Workforce Board Directors  
Title I Administrators  
MassHire Career Center Directors  
Title I Fiscal Officers  
MDCS Operations Managers

**cc:** WIOA State Partners

**From:** Alice Sweeney, Director  
MassHire Department of Career Services

**Date:** December 5, 2018

**Subject:** **MassHire Awards**

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**Purpose:** To notify MassHire Workforce Boards, MassHire Career Centers, and other workforce investment partners of the eligibility, criteria, and nomination process for the MassHire Awards.

**Background:** The first annual MassHire Awards will recognize and affirm exceptional, forward-thinking behaviors in service of the MassHire Mission. Individuals and partnerships will be honored for living the MassHire Values. One award will be conferred for each category. One individual or partnership will receive a “Living MassHire” award exemplifying the MassHire Values, Vision, and Promise. All non-direct service staff, managers, customer-facing staff, administrative staff, and partnerships are eligible for these awards.

Each workforce area is allowed to submit one nomination per award. The MWB Director submits the final nominations to [MassHire@mass.gov](mailto:MassHire@mass.gov).

A complete nomination package includes:

- **Part A:** Details of the nominee's position and organization
- **Part B:** A narrative account which describes the rationale for the nomination
- **Part C:** Two letters of recommendation from jobseekers, businesses, workforce system staff, and/or MassHire partner staff written in support of the nominee

**Important dates:**

**January 15, 2019:** Mandatory conference call for MWB Directors

**January 31, 2019:** Nominations due

**March 10, 2019:** Award recipients are notified

**March 15, 2019:** Award recipients are announced at the MassHire State Workforce Board Meeting

**June MassHire State Workforce Board Meeting:** Awards ceremony

**Attachments:** A. MassHire Awards Categories  
B. Award Eligibility, Criteria, Nomination Process, and Submission Review  
C. Nomination Timeline  
D. Nomination Form (Parts A, B, & C)  
E. MassHire Awards Flyer

**Inquiries:** Please forward any inquiries to [Allison.McIntyre@mass.gov](mailto:Allison.McIntyre@mass.gov)