



### **Submitting a Nomination: What You Need to Know**

- Each nomination requires a separate form
- Each workforce area can submit 1 nomination per award
- MassHire Workforce Board Directors are responsible for submitting final nominations to the [masshire@mass.gov](mailto:masshire@mass.gov) with the subject line: MassHire Awards Submission - [Award Type] – [MassHire Area]
- Any MassHire system staff person (including Board members) can submit a nomination for consideration to her workforce area's MCC director(s) or Board Director, with the understanding that the Board Director is responsible for the final nominations

#### **Criteria**

To be considered for MassHire award, any nominating parties (or representatives) are required to participate in a “submissions conference call” to discuss the award criteria and participate in a Q&A. **This call will be held on January 15th, 2019**, and conference call information will be sent in advance.

#### **Submission Review**

All applications will be reviewed by an internal group, comprising representatives from EOLWD, MDCS, and the MassHire system.

After the first round of reviews, finalists will be considered reviewed by the MassHire Performance Committee of the MassHire State Workforce Board.

Winners will be notified at least five (5) days prior to the March MassHire State Workforce Board meeting, where their names will be announced. Winners will then be invited to the first-annual MassHire Awards Celebration following the June board meeting, where they will have a chance to receive their awards in person and present on their work to their colleagues across the Commonwealth. All are welcome to attend the Board meeting to celebrate with colleagues across the Commonwealth!

#### **Questions? Contact Information:**

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