# MassHire Awards Nomination Form (Part A)

**Section I**

1. **Award: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **Name of Nominee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **Employer Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **Start date in position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**If nominee is a group, please attach a separate sheet to list group member names with all required information (as listed above) for each.**

**Section II (To be completed by the MassHire Workforce Board Director)**

I certify that this nomination has been chosen as our local area’s final submission for the Living MassHire Award.

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

# MassHire Awards Nomination Form (Part B): Awards Narrative

Responses to the following prompts should describe specific instances or events rather than overall behavioral patterns. Writing specific and concise nominations will only enhance the strength of the application.

* **Collaboration** 
  + How does the nominee cultivate effective partnerships?
  + How did streamlined, integrated services achieve effective and timely results for a business, jobseeker, and/or MassHire partner agency?
  + How does the nominee demonstrate outstanding communication skills to accomplish goals?
* **Ingenuity**
  + Describe in detail the outstanding features, innovations, inventive and unique approaches, etc. developed by the nominee.
  + When did the nominee leverage flexibility in response to unusual circumstances?
  + How has the nominee adapted and learned a new skill set in response to a new and urgent situation?
* **Reliability** 
  + How does the nominee create trust with customers?
  + Describe a time when the nominee held himself accountable to his colleagues, and executed on those promises.
  + How does the nominee demonstrate truly exceptional engagement by responding readily to the ever-evolving needs of the customer?
* **Respect** 
  + Describe an instance when the nominee was remarkable in her ability to understand the needs of colleagues and customers.
  + How has the nominee gone above and beyond to demonstrate respect and consideration in the face of difficult or unforeseen circumstances?
* **Living MassHire** 
  + With everything we have to do every day, it’s easy to just keep plugging away at a job without seeing the bigger picture. How does this nominee engage in meaningful work with an understanding of the MassHire Vision? How does the nominee go above and beyond to accomplish the long-term goals of the organization?
  + How does the nominee cultivate active, productive, and lasting connections with MassHire professionals across the Commonwealth?
  + This work ethic shared by all members of this partnership makes their work stand out. How does this nominee exceed expectations continually to produce extraordinary work?

# MassHire Awards Nomination Form (Part C): Letters of Recommendation

Submit at least two letters of recommendation in support of the nominee’s work. The authors of these letters can be jobseekers, businesses, workforce system staff, and/or MassHire partner staff.

**SAMPLE TEMPLATE LETTER**

On organization’s letterhead, scanned or soft copy and attached to nomination, included in submission email to masshire@mass.gov:

Date

MassHire Awards Review Team

Executive Office of Labor and Workforce Development

1 Ashburton Place, Suite 2112

Boston, MA 02114

Dear MassHire Awards Review Team:

Please accept this letter as verification I have reviewed and approved the attached submission for **NAME OF NOMINEE’S** consideration for selection for the **NAME OF AWARD**.

***\*No more than 200 words describing specific achievements of the nominee and relationship between writer and nominee\****

**NOMINEE** would be thrilled to receive the **NAME OF AWARD**, and I appreciate your consideration regarding this prestigious honor.

Sincerely,

NOMINATOR NAME

NOMINATOR TITLE

NOMINATOR ORGANIZATION