



2020 MassHire Award Nominations: What You Need to Know

The second annual MassHire Awards will recognize and reward exceptional innovations in workforce service delivery in support of the MassHire Mission and Vision. The 2020 MassHire Awards will celebrate sustainable, transformative models that achieve systemic change. Nominations should speak to this theme by emphasizing new work that supports positive outcomes for staff, customers, and partners in the long-term.

What are the award categories? Collaboration, Respect, Reliability, Ingenuity, and Living MassHire are the award categories.

What is the time period for nominated activities? Nominated activities must have occurred after January 2019.

Who is eligible for nomination? Any MassHire staff person is eligible for nomination, including non-direct service staff, managers, customer-facing staff, and administrative staff. Nominations describing work with businesses are most welcome, as are nominations describing work with jobseekers.

Are partner staff and/or community organization staff eligible for nomination? Partner staff and community organization staff can be nominated as part of a team that includes at least one person who works at MassHire. An individual partner staff or community organization staff person cannot be nominated.

How is “team” defined? A team is comprised of two to four people, in this instance. Again, at least one person on the team must work at MassHire.

How many nominations can a region submit? A region can submit a maximum of one nomination per category, or five nominations in total (the four values awards plus the one Living MassHire award). The MWB Director is responsible for sending all nominations from the workforce area that they oversee.

Does each nomination require a separate nomination package? Yes.

How are nominations submitted? MassHire Workforce Board (MWB) Directors are responsible for submitting final nominations from the workforce areas to MassHire@mass.gov with the subject line: MassHire Awards Submission - [Award Type] –[MassHire Area] **no later than January 31, 2020**. Please submit all parts of the nomination in one email.

Who submits the nominations? MWB Directors submit the nominations from their workforce areas via email [MassHire@mass.gov].

When are nominations due? Friday, January 31, 2020.



How are nominations reviewed? All applications will be reviewed by an internal group, with representatives from EOLWD, MDCS, and the MassHire system. After the first round of reviews, finalists will be reviewed by the MassHire Performance Committee of the MassHire State Workforce Board.

How many awards can a workforce area win? A workforce area can win a maximum of two awards: One Values Award, and the Living MassHire Award.

What compensation is available to award recipients? A Values Award confers \$10,000 on the winning MassHire staff person's organization, and the Living MassHire Award confers \$15,000 on the winning MassHire staff person's organization.

How is the compensation distributed? Monetary funds may only be awarded to a MassHire Career Center or MassHire Workforce Board. If the award recipient is an individual, that individual's organization (i.e., the Career Center or Workforce Board where they are employed) will receive the compensation. If the honoree is a partnership, the two partners (Workforce Board and Career Center, Career Center 1 and Career Center 2, etc.) will come to a consensus on how to allocate the award funds among them.

How is compensation accessed? Award recipients will submit a brief budget outline to MassHire@mass.gov sometime after the award ceremony for funds to be dispersed.

2020 MassHire Awards Timeline

12.05.2019	Nomination package released via issuance
01.15.2020	Mandatory webinar for MWB Directors submitting nominations
01.31.2020	Nominations due
March/April 2020	Finalists announced via issuance
Early June	2020 MassHire Awards culminating event
06.04.2020	Winners asked to attend State Board meeting for recognition and conveyance of awards

Questions? Contact Allison McIntyre at (617) 626-7109 or allison.mcintyre@mass.gov



2020 MassHire Awards Nomination Package

This nomination package is comprised of three parts:

Part A: Nominee information form with space for the MWB Director signature

Part B: Award Narrative

Part C: Letters of Recommendation

Complete all three parts and obtain the signature of your workforce area's MassHire Workforce Board Director to nominate an individual or a team for consideration in the 2020 MassHire Awards. The MWB Director is responsible for submitting nominations from the Workforce Area that they oversee.



**2020 MassHire Awards Nomination Package
(Part A): Nominee(s) Information**

- 1. Award:**
- 2. Nominee's Name:**
- 3. Nominee's Title:**
- 4. Nominee's Organization:**
- 5. Nominee's approximate 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.

To be completed by a MassHire Workforce Board Director:

I submit this nomination on behalf of the MassHire Workforce Areas that I represent.

Name:

Region:

Date:

Signature:



**2020 MassHire Awards Nomination Package
(Part B): Award Narrative**

1. Nominations to all categories should address the following prompt: ***How did the work achieved by this individual or team effect innovative, sustainable change and positive outcomes for customers (both businesses and jobseekers), partner staff, community organizations, and/or MassHire colleagues?*** If the long-term effects of the activities are not yet apparent, consider including plans for sustainability.
2. Each award category has a specific question that should also be addressed in the award narrative. Please see below for a list of these categories and their accompanying questions.

Writing specific and concise nominations will only enhance the strength of the nomination. There is no page or word limit, but at least one page is recommended.

- **Collaboration:** How did the nominee maintain or create effective partnerships which led to exceptional results?
- **Ingenuity:** How was the nominee proactive in developing new skills, models, approaches, innovations, etc. which led to strong outcomes with a lasting impact on staff, partners, and/or customers?
- **Reliability:** How did the nominee hold them self/themselves accountable and execute on their vision?
- **Respect:** How has the nominee gone above and beyond to recognize the dignity of their colleagues and the customers?
- **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's efforts contribute to the long-term goals of the organization?



**2020 MassHire Awards Nomination Package
(Part C): Letters of Recommendation**

Submit no more than two letters of recommendation in support of the nominee's work. The authors of these letters can be jobseekers, businesses, MassHire staff, and/or partner staff. The letter is limited to one page, single-spaced. The letter should elucidate the nominee's relationship with the writer, and describe the specific ways in which the nominee effected positive and sustainable change.

SAMPLE TEMPLATE LETTER

The letter should be on the writer's organization's letterhead. It can be scanned or soft copy. Email the letter to MassHire@mass.gov with the other components (Part A & Part B).

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 nomination for **NAME OF NOMINEE'S** consideration for selection for the **NAME OF AWARD**.

****maximum of one page single-spaced****

LETTER WRITER'S NAME
LETTER WRITER'S TITLE
LETTER WRITER'S ORGANIZATION