**2021 MassHire Award Nominations: What You Need to Know**

The third annual MassHire Awards will recognize and reward exceptional innovations in workforce service delivery in support of the MassHire Mission and Vision. The 2021 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.

**Award Categories**

Award categories are derived from our MassHire Brand Charter. There are four **Values** awards: Collaboration, Respect, Reliability, Ingenuity. There is one **overall** award: Living MassHire. For more information on each award category, please review the nomination package.

**Award Honors**

Each Values awardee will receive $10,000 for their organization. The Living MassHire awardee will receive $15,000 for their organization.

All finalists will have the opportunity to be honored locally and lead finalist workshops organized by the Massachusetts Workforce Association. All finalists will be honored, and the winners will be announced, at the annual MassHire Awards.

**Eligible Time Period**

Nominated activities must have occurred after January 2020.

**Eligible Nominees**

Any individual MassHire staff person or team comprising of at least one MassHire staff member is eligible for nomination, including non-direct service staff, managers, customer-facing staff, and administrative staff. Nominations can cover work with businesses, jobseekers, and behind-the-scenes work that impacts jobseeker and business customers.

Team nominations *must* include at least one MassHire staff member. Team nominations *may* also include additional MassHire staff from one or multiple regions, WIOA partner staff, community-based organizations, or other partners. A team is comprised of a minimum of two or a maximum of six individuals, at least one of whom must work at MassHire.

**Nomination Parameters**

A workforce area can submit a maximum of five nominations, or one per category. The MassHire Workforce Board (MWB) Director is responsible for sending all nominations from the workforce area that they oversee.

Each nomination requires a separate nomination package.

**Submitting Nominations**

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 February 11, 2021.** Please submit all parts of the nomination in one email.

**Nomination and Winner Review and Selection Process**

All applications will be reviewed by an internal group, with representatives from EOLWD, MDCS, the MassHire system, and partner organizations. After the first round of reviews, finalists will be reviewed and selected by the MassHire Performance Committee of the MassHire State Workforce Board. The MassHire Performance Committee will then select the winners from the finalists.

**Winner Parameters**

A workforce area can win a maximum of two awards: One Values Award, and the Living MassHire Award. A workforce area may submit nominations to all five categories.

**Award Distribution**

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, funds will be distributed to the submitting organization, and 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.

**2021 MassHire Awards Timeline**

|  |  |
| --- | --- |
| **November 2020** | Nomination package released  |
| **February 11, 2021** | Nominations due |
| **March/April 2021** | Finalists announced via issuance |
| **June 2021** | 2020 MassHire Awards culminating event |
| **Summer 2021** | MassHire Finalist Workshops |

**Questions?** Contact masshire@mass.gov.

**2021 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 MWB Director to nominate an individual or a team for consideration in the 2021 MassHire Awards. The MWB Director is responsible for submitting nominations from the Workforce Area that they oversee.

**2021 MassHire Awards Nomination Package**

**(Part A): Nominee(s) Information**

1. **Award:**

1. **Nominee’s Name:**

1. **Nominee’s Title:**

1. **Nominee’s Organization:**

1. **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.**

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*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:**

**2021 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 result in innovative, sustainable change and positive outcomes for our customers, our community, and/or our 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, the definition of each value as per our Brand Charter, and accompanying questions.

Specific and concise nominations will enhance the strength of the nomination. We encourage nominations that reflect the work of front-line staff that serve employers and jobseekers, along with nominations that reflect the work of administrative and non-front-line staff that indirectly impact jobseekers and employers. There is no page or word limit, but at least one page is recommended.

* **Collaboration:** MassHire believes in the power of partnership and streamlined integration of services to achieve effective and timely results for those we serve.

*How did the nominee maintain or create effective partnerships which led to above and beyond results for customers?*

* **Ingenuity**: MassHire leverages flexibility, expertise, and knowledge to successfully meet our mission, regardless of new challenges and circumstances.

*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:** MassHire creates trust and reliability by consistently delivering high quality professional services at each location and in every interaction.

*How did the nominee create trust and reliability with colleagues, partners, or customers despite extenuating circumstances or challenges, thus leading to sustainable and exceptional results?*

* **Respect:** MassHire is committed to understanding and valuing the diverse, unique requirements and professional goals of the businesses and people we serve.

*How has the nominee gone above and beyond to recognize the diverse, unique requirements and goals of partners and/or customers, thus leading to sustainable and exceptional results?*

* **Living MassHire:** Our vision is a better future for people and businesses of Massachusetts through meaningful work and sustainable growth. Our mission is to create and sustain powerful connections between businesses and job seekers through a statewide network of employment professionals.

*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 and the system?*

**2021 MassHire Awards Nomination Package**

**(Part C): Letters of Recommendation**

Please submit 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 organization staff. If a team is nominated, the writer cannot be a member of the team. The letter is limited to one page, single-spaced. The letter should describe 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. Please include the letter in your submission 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