



# Workforce Issuance

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Policy  Information

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

**cc:** WIOA State Partners

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

**Date:** May 3, 2022

**Subject:** **2022 MassHire Awards – Revised for 2<sup>nd</sup> Extension**

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**Purpose:** To notify MassHire Workforce Boards, MassHire Career Center Operators, MassHire Career Center Directors, and other workforce partners that the 2022 MassHire Awards nomination due date has been extended to May 20, 2022.

**Background:** The 2022 MassHire Awards are in support of the MassHire brand, mission and vision. Awards will confer monetary prizes for MassHire organizations across five categories for exceptional innovations in workforce service delivery.

A survey was issued in early December 2021 to MassHire Board and Career Center Directors requesting feedback on the MassHire Awards nomination process. The following adjustments have been made to the nomination process based on feedback received from the survey:

- There is no limitation on the size of a team that may be nominated;



- MassHire Workforce Board Directors may identify a designee responsible for sending in nominations in the case when they are not available;
- Questions have been added in the award narrative to ensure each award category listed is clear and distinct enough to generate nominations that are specific to the category.
- Letters of recommendation are optional.

The initial April 8, 2022 MassHire Awards nomination due date has been extended a second time to allow local area Workforce Board Directors or their designee to submit nominations until May 20, 2022.

Local areas have the option to submit additional supporting material for nominations that have already been submitted and to submit additional nominations during the second extension.

The nomination package below provides details on the awards categories and how to submit nominations.

**Action**

**Requested:** Nominations and submission of additional supporting material for nominees are due by May 20, 2022 and must be submitted to [MassHire@mass.gov](mailto:MassHire@mass.gov).

**Inquiries:** Direct inquiries related to the 2022 MassHire Awards to [MassHire@mass.gov](mailto:MassHire@mass.gov).

**Attachment:** 2022 MassHire Awards Nomination Package (see below)



## 2022 MassHire Award Nominations: What You Need to Know

The fourth annual MassHire Awards will recognize and reward exceptional innovations in workforce service delivery in support of the MassHire Mission and Vision. The 2022 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. We anticipate this event to be in-person.

### Eligible Time Period

Nominated activities must have occurred between January 1 - December 31, 2021.

### Eligible Nominees

Any individual MassHire staff person or team consisting 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 job seekers 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 individuals or a group of employees, at least one of whom must work at MassHire. There is no limitation on team size although the nomination should clearly demonstrate how each member of the team has contributed to the team and exhibits the award category value(s).

### Nomination Parameters

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



the workforce area that they oversee. A Director may identify a designee responsible for sending in nominations in the case when the Director is not available.

Each nomination requires a separate nomination package.

### **Submitting Nominations**

MWB Directors or their designee are responsible for submitting final nominations from the workforce areas to [MassHire@mass.gov](mailto:MassHire@mass.gov) with the subject line: MassHire Awards Submission - [Award Type] –[MassHire Area] **no later than May 20, 2022**. *The nomination due date has been extended to provide more time for local areas to submit nominations.*

Please submit all parts of the nomination in one email.

### **Nomination and Winner Review and Selection Process**

All eligible applications are initially evaluated by a Review Group comprised of representatives from EOLWD, MDCS, MassHire organizations, and partner organizations (DTA, MRC, MCB, ACLS, SCSEP, etc.) The Review Group evaluates nominations on how well they demonstrate that the nominee(s) delivered exceptional innovation in the award category. The MassHire Performance Committee of the MassHire State Workforce Board then selects the MassHire Award 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.

Awarded funds are to be used to support ongoing excellence in jobseeker and/or business services. Further information on allowable usages of the funds will be provided upon award.



### 2022 MassHire Awards Timeline

|                         |  |
|-------------------------|--|
| <b>February 3, 2022</b> | Nomination package released                                  |
| <b>April 8, 2022</b>    | Nominations due  |
| <b>April 22, 2022</b>   | Nomination due date extended by two-weeks                    |
| <b>May 20, 2022</b>     | Nomination due date extended a second time (final extension) |
| <b>June/July 2022</b>   | Finalists announced via issuance                             |
| <b>September 2022</b>   | 2022 MassHire Awards Event                                   |
| <b>Fall 2022</b>        | MassHire Finalist Workshops                                  |

Questions? Contact [masshire@mass.gov](mailto:masshire@mass.gov).



## 2022 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 (Optional)

Complete all three parts and obtain the signature of your workforce area's MWB Director (or designee) to nominate an individual or a team for consideration in the 2022 MassHire Awards. The MWB Director or designee is responsible for submitting nominations from the Workforce Area that they oversee.



**2022 MassHire Awards Nomination Package  
(Part A): Nominee(s) Information**

- 1. Award Category:**
- 2. Nominee's Name:**
- 3. Nominee's Title:**
- 4. Nominee's Organization:**
- 5. Nominee's Contact Information (email/phone):**
- 5. Nominee's approximate start date in position:**

**If the nomination is for 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 or Designee:*

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

**Name:**

**Region:**

**Date:**

**Signature:**



## 2022 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 specific questions 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 that directly relate to the nomination category will enhance the strength of the nomination. We encourage nominations that reflect the breadth of the MassHire community, including front-line staff that serve employers and jobseekers, and administrative and non-front-line staff whose work indirectly impacts 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?*
  - *How did the nominee initiate and maintain effective partnerships that streamlined processes and integrated services, as well as support a larger vision with long-term goals?*
  - *How did the nominee demonstrate deliberate integration of services or other work that promoted resilient communication and accountability structures?*
- **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?*





- *How has the nominee(s) gone above and beyond to demonstrate Ingenuity by leveraging flexibility, expertise, and knowledge to meet the mission, regardless of new challenges and circumstances?*
- **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?*
  - *How has the nominee gone above and beyond to demonstrate Reliability by delivering high quality professional services across every interaction?*
  - *How has the nominee's actions resulted in an exceptional level of clearly demonstrated trust on the part of the customer/other staff?*
- **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 demonstrate respect by understanding and responding to the diverse, unique requirements and professional goals of customers?*
  - *How has the nominee achieved exceptional results that showed a deep commitment to inclusivity?*
- **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 has the work achieved by the nominee effect systemic change and positive outcomes for customers (businesses and/or jobseekers), partner staff, community organizations, and/or MassHire colleagues?*



- *How have these achievements resulted in exceptional sustained, meaningful employment for jobseekers, and significant economic growth for businesses?*
- *How does this nominee engage in meaningful work with an understanding of the MassHire values?*
- *How does the nominee's efforts contribute to the long-term goals of the organization and the system?*



**2022 MassHire Awards Nomination Package  
(Part C): Letters of Recommendation (Optional)**

Nominations may include up to two letters of recommendations in support of the nominee’s work. Letters of recommendation should strongly support the assertion that the nominee demonstrates extraordinary skill which enabled transformative change, and explains comprehensively why the nominee(s) exemplifies the nominated category. Though optional, the internal group of reviewers will look closely at letters of recommendation and will take them into consideration when making their selection.

The authors of the 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](mailto: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:

I am writing this letter of recommendation in support of **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