

2002 GOVERNOR'S AWARDS FOR EXCELLENCE IN WORKFORCE DEVELOPMENT



NOMINATION PROCEDURES AND FORMS

**Commission on Workforce Development
North Carolina Department of Commerce
4327 Mail Service Center
(STREET ADDRESS: 301 N. Wilmington Street 27601)
Raleigh, NC 27699-4327**

2002 GOVERNOR'S AWARDS FOR EXCELLENCE IN WORKFORCE DEVELOPMENT

NOMINATION PROCEDURES

OUTSTANDING EMPLOYER

***NOMINATIONS DUE TO THE COMMISSION ON WORKFORCE DEVELOPMENT
BY JUNE 24, 2002***

NOMINATION SPECIFICATIONS: Nominations not in compliance with all specifications will not be considered:

- A. Nominations must be for accomplishments during July 1, 2001 - June 30, 2002.
- B. Nominations must not exceed two and one-half single-spaced typed pages in addition to the nomination form.
- C. **Nominations must be received by the Commission on Workforce Development no later than 5:00 p.m. on June 24, 2002. Late or faxed nominations will not be accepted.**

DIRECTIONS FOR COMPLETING THE NOMINATION FORM:

Sections I and II. Nominee/Nominator Information: Please provide the appropriate information on the attached form. **Please note that the Chief Executive Officer of the nominating organization must sign this form.**

Section III. Synopsis: Attach a brief synopsis (no more than one-half single-spaced typed page) that describes the business nominated, including the type of business or organization, number and type of employees, and whether the business is a subsidiary/local branch of a national business. Emphasize the types of training offered and include other pertinent descriptive information.

Section IV. Nominee Accomplishments: Please describe the accomplishments of the business and explain why the business should be considered for the award. Describe how the business has positively contributed to the local/state economy and improved workforce training and employment opportunities. Limit the narrative to no more than two single-spaced typed pages. Each of the following criteria must be addressed in separate paragraphs:

- A. The extent to which the business has demonstrated a continuing commitment to the workforce development system through donation of employee time and services, exemplary hiring practices and the encouragement of business involvement in workforce development efforts.
- B. The extent to which the business has demonstrated involvement/use of public education and training programs. Examples include work with JobReady (School-to-Work), JobLink (One-Stop) Career Centers, cooperative education, vocational training or other training offered through the public school system, community colleges, apprenticeship training, supported employment, on-the-job training, older worker training, workforce literacy training, Work Opportunity Tax Credit, Workforce Investment Act program, the Work First program and other workforce development programs.

Outstanding Employer Award

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- C. The extent to which the business has promoted positive community/public relations for workforce development programs and individuals in need of workforce development.
- D. The extent to which the business has improved workforce development opportunities for specific populations including youth, displaced workers, disabled individuals, welfare recipients, veterans, older workers, ex-offenders, economically and educationally disadvantaged, and/or other populations.
- E. The extent to which the business has implemented and practiced employee-centered work practices including employee professional development, employee assistance programs, educational training/workplace literacy, family-centered work policies, and other related efforts.

**2002 GOVERNOR'S AWARDS FOR EXCELLENCE IN
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NOMINATION FORM

OUTSTANDING EMPLOYER

***NOMINATIONS DUE TO THE COMMISSION ON WORKFORCE DEVELOPMENT
BY JUNE 24, 2002***

I. NOMINEE INFORMATION:

Business Nominated: _____

Address: _____

Person to be notified if selected for an award: _____

Telephone Number: _____

II. NOMINATION SUBMITTED BY:

Organization Name: _____

Contact Person/Job Title: _____

Address: _____

Telephone Number: _____ FAX: _____

E-mail address: _____

Chief Executive Officer
of the Nominating Organization: _____ / _____

Name

Signature

III. SYNOPSIS (Attach separate page.)

IV. NOMINEE ACCOMPLISHMENTS (Attach separate pages.)

2002 GOVERNOR'S AWARDS FOR EXCELLENCE IN WORKFORCE DEVELOPMENT

NOMINATION PROCEDURES

OUTSTANDING WORKFORCE DEVELOPMENT ADULT PARTICIPANT

***NOMINATIONS DUE TO THE COMMISSION ON WORKFORCE
DEVELOPMENT BY JUNE 24, 2002***

NOMINATION SPECIFICATIONS: Nominations not in compliance with all specifications will not be considered:

- A. Nominees must have completed a workforce development program/activity and must be gainfully employed during July 1, 2001 - June 30, 2002.
- B. Nominations must not exceed two and one-half single-spaced typed pages in addition to the nomination form and support letter(s).
- C. Awards will be presented at a banquet on **October 24, 2002** at the Sheraton Four Seasons in Greensboro. **If the nominee is selected to receive an award, it is the responsibility of the nominating agency to provide the necessary transportation and lodging for the nominee.**
- D. **Nominations must be received by the Commission on Workforce Development no later than 5:00 p.m. on June 24, 2002. Late or faxed nominations will not be accepted.**

DIRECTIONS FOR COMPLETING THE NOMINATION FORM:

Sections I and II. Nominee/Nominator Information: Please provide the appropriate information on the attached form. **Please note that the Chief Executive Officer of the nominating organization must sign this form.**

Section III. Biographical Information: Please provide a brief (no more than one-half single-spaced typed page) biographical description of the nominee. Include participant characteristics and previous education and work history.

Section IV. Nominee Accomplishments: Please provide a brief (no more than two single-spaced typed pages) summary describing the accomplishments of the nominee utilizing the following format:

- A. Explain why the nominee should be considered for this award.
- B. Describe the nominee's accomplishments
- C. Discuss any barriers or hardships the nominee has overcome in order to successfully participate in and complete a workforce development program/activity.
- D. Identify the current status of the nominee (i.e. in school and/or training, whether nominee is employed, name of employer, work/job title, rate of pay, etc.).

Section V. Support Letter(s): The nomination must include letter(s) of support from the entity nominating the participant and the local grantor agency.

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NOMINATION FORM

OUTSTANDING WORKFORCE DEVELOPMENT ADULT PARTICIPANT

***NOMINATIONS DUE TO THE COMMISSION ON WORKFORCE
DEVELOPMENT BY JUNE 24, 2002***

I. NOMINEE INFORMATION:

Individual Nominated: _____ SSN: _____

Address: _____

Telephone Number: _____

Identify the workforce development program/activity that the nominee completed: _____

II. NOMINATION SUBMITTED BY:

Organization Name: _____

Contact Person/Job Title: _____

Address: _____

Telephone Number: _____ FAX: _____

E-mail address: _____

Chief Executive Officer
of the Nominating Organization: _____ / _____
Name Signature

III. BIOGRAPHICAL INFORMATION (Attach separate page.)

IV. NOMINEE ACCOMPLISHMENTS (Attach separate page.)

V. SUPPORT LETTER(S) (Attach letter/s)

**2002 GOVERNOR'S AWARDS FOR EXCELLENCE IN
WORKFORCE DEVELOPMENT**

NOMINATION PROCEDURES

OUTSTANDING WORKFORCE DEVELOPMENT YOUTH PARTICIPANT

<i>NOMINATIONS DUE TO THE COMMISSION ON WORKFORCE DEVELOPMENT BY JUNE 24, 2002</i>

NOMINATION SPECIFICATIONS: Nominations not in compliance with all specifications will not be considered:

- A. Youth participants are individuals who at the time of enrollment into a workforce development program/activity, have not yet reached their 22nd birthday and are at least 14 years of age.
- B. Youth participants eligible for this award must have during July 1, 2001 - June 30, 2002 either:
 - completed training and continued in another training activity; or
 - completed training and continued their education; or
 - completed training and are currently gainfully employed.
- C. Nominations must not exceed two and one-half single-spaced typed pages in addition to the nomination form and support letter(s).
- D. Awards will be presented at a banquet on **October 24, 2002** at the Sheraton Four Seasons in Greensboro.
If the nominee is selected to receive an award, it is the responsibility of the nominating agency to provide the necessary transportation and lodging for the nominee.
- E. **Nominations must be received by the Commission on Workforce Development no later than 5:00 p.m. on June 24, 2002. Late or faxed nominations will not be accepted.**

DIRECTIONS FOR COMPLETING THE NOMINATION FORM:

Sections I and II. Nominee/Nominator Information: Please provide the appropriate information on the attached form. **Please note that the Chief Executive Officer of the nominating organization must sign this form.**

Section III. Biographical Information: Please provide a brief (no more than one-half single-spaced typed page) biographical description of the nominee. Include participant characteristics and previous education and work history.

Section IV. Nominee Accomplishments: Please provide a brief (no more than two single-spaced typed pages) summary describing the accomplishments of the nominee utilizing the following format:

- A. Explain why the nominee should be considered for this award.
- B. Describe the nominee's accomplishments.
- C. Discuss any barriers or hardships the nominee has overcome in order to successfully participate in and complete a workforce development program/activity.
- D. Identify the current status of the nominee (i.e. in school and/or training, whether nominee is employed, name of employer, work/job title, rate of pay, etc.).

Section V. Support Letter(s): The nomination must include letter(s) of support from the entity nominating the participant and the local grantor agency.

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NOMINATION FORM

OUTSTANDING WORKFORCE DEVELOPMENT YOUTH PARTICIPANT

***NOMINATIONS DUE TO THE COMMISSION ON WORKFORCE
DEVELOPMENT BY JUNE 24, 2002***

I. NOMINEE INFORMATION:

Individual Nominated: _____ SSN: _____

Address: _____

Telephone Number: _____

Identify the workforce development program/activity that the nominee completed: _____

II. NOMINATION SUBMITTED BY:

Organization Name: _____

Contact Person/Job Title: _____

Address: _____

Telephone Number: _____ FAX: _____

E-mail address: _____

Chief Executive Officer
of the Nominating Organization: _____/_____
Name Signature

III. BIOGRAPHICAL INFORMATION (Attach separate page.)

IV. NOMINEE ACCOMPLISHMENTS (Attach separate page.)

V. SUPPORT LETTER(S) (Attach letter/s)