



Award Nominations Preparation Guide

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Getting Started

- Who to nominate?
- Source of nominees
- Documentation
- Narrative
- Composition
- Format



Individual/Group Nominee Sources

- Staff
- Co-workers
- Supervisor/managers
- Partners
- Employers
- Community Based Organizations



References

- Individual Development Plans
- EDD Excellence Award nominations
- Making a Difference
- Newspaper articles
- Minutes of staff/partner meetings
- EDD Scene articles
- Veteran Reports



Criteria

- CWC Membership
 - If this is a requirement, must have been a member for the entire performance year
 - Required for:
 - Meritorious Service Award
 - Employee Performance
 - Retiree
 - Three or more on a team
(Two people does not constitute a group)
 - Not required if nominated by a member:
 - Services to Veterans

Categories

- Individual / Group or both:
 - Employee Performance
 - Services to Veterans
 - Fostering Partnerships
 - Meritorious Award
 - Customer Service
 - Award of Distinction
 - Retiree (Individual only)



Meritorious Service Award

- The nominee should have demonstrated accomplishments that resulted in advancing the CWC objectives (enhancing individual competencies, community participation, and leadership).
- Outstanding achievements and service should be beyond normal expectations that benefit CWC and the Workforce Development field.
- Demonstration of initiative and creativity.
- CWC membership required and at least 2/3 of the group must be members

Service to Veterans

- Need not be a CWC member if nominated by one
- Specialized needs awareness
- Promotion of Veterans' Interest
- Creativity/Innovation
- Outreach
- Partnering
- Success stories from caseload



Employee Performance

- Based on EDD job performance in a position subject to accepted methods of quantitative and qualitative evaluation.
- Demonstrated outstanding conscientious service rendered through excellence in and the dependable and trustworthy performance above and beyond expected job duties.
- Only activities that occurred during the calendar year prior to the year in which the award is presented will be considered for recognition.
- Individual nominees must be a member and 2/3rds (66%) of those in a group must be members.

Retiree of the Year

- California CWC membership required in year of activity and year of nomination
- Must be fully retired entire year of activity
- Activities considered: Advancing organization's objectives, education, membership, legislative, communication, non-dues fundraising, mentoring, and community service.
- Individuals only.



Fostering Partnerships

- Need not be a CWC member if nominated by a member.
- Demonstrated diligent efforts to partner with the EDD and/or the California Workforce Connection while collaboratively delivering valuable and innovative service to meet the evolving needs of members, employers, workers, and job seekers.
- Only activities that occurred during the calendar year prior to the year in which the award is presented will be considered.

Narrative

- Identify specific incidents with dates in the nomination year and results (reference documentation)
- Use the *Reference Slide* above as a guide
- Interview the nominee, family, & co-workers
- Google to find references on-line
- Clear, concise but complete, and correct
- Who, What, Where, When, Why, & How
- Double spaced with no less than #12 font
- Review, edit, and then edit again

Documentation

- Get a picture of the individual or group if you can
- Start assembling your drop file early in the year
- The documents will make it easier to prepare your final nomination
- Consider asking for letters of recommendation but be sure they are dated in the nomination year
- Print web pages early in the nomination year
 - – Prints that are dated outside the nomination year will not be disqualifying as long as the documentation represents accomplishments in the nomination year

**NOMINATE
NOW**

QUESTIONS ???

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