



2016 Joint Counselor Conference Award Nomination Form

Introduction

At the upcoming 2016 Joint Counselor Conference, the Department of Human Services (DHS) and the Department Employment and Economic Development (DEED) will recognize outstanding staff and work teams for their contributions and exceptional services to multiple programs:

1. Dislocated Worker and Trade Adjustment Assistance,
2. Minnesota Family Investment Program,
3. Job Services and
4. Veteran's Employment Services.

Please take the time to nominate your peers, colleagues, managers/supervisors, mentors, and/or your team.

We will inform you shortly ahead of the conference if your nominee is selected for an award.

DIRECTIONS:

- **Nominations are due by March 31st.** Nominations after this date will not be considered.
- To see the nomination criteria for each award, please refer to the Award Nomination Announcement.
- **You may nominate multiple times, but a separate form must be completed for each person, project or team you nominate. You may complete this form more than once.**

If you have questions, would like more information about the nomination process or the awards, or need an alternative format for the nomination form, please contact Steve Erbes (steve.erbes@state.mn.us or 651-259-7539).

Your Information, Your Nominee

1) Please provide the following information about yourself.

*Name: _____(required)

Title: _____

Organization: _____

*E-mail Address: _____(required)

Phone Number: _____

2) Which individual or team (by name of project/organization) would like to nominate?*(required)

Name or Team (by name of project/organization) Nominee:: _____

If you would like to nominate more than one person or team, please refresh this form and complete another nomination.

Additional Information about the Nominees

4) Which program is the nominee associated?*(required)

- Dislocated Worker and Trade Adjustment Assistance
- Minnesota Family Investment Program
- Job Services
- Veteran's Employment Services

4a) MFIP/DWP, DW/TAA: For which of the following awards would you like to nominate? *Select one award category.**(required)

- Counselor of the Year Award
- Lifetime Achievement Award
- Exceptional Performance by a Team Award

4b) Job Service: For which of the following awards would you like to nominate? *Select one award category.* *(required)

- Job Service Employee of the Year
- WFC Team of the Year

4c) Veterans: For which of the following awards would you like to nominate? *Select one award category.**(required)

- () Disabled Veterans Outreach Program Representative (DVOPR) of the Year
- () Local Veterans' Employment Representative (LVER) of the Year
- () Partner of the Year

For all awards EXCEPT Partner of the Year or Team Awards

Please complete the following information about the nominee*

*Title: _____ *(required)*

Phone Number: _____

*E-mail Address: _____ *(required)*

*Organization: _____ *(required)*

Supervisor Name: _____

Supervisor Contact Information (E-mail or phone): _____

In what ways has _____ demonstrated effective skills?

In what ways has _____ showed a strong performance record or made significant contributions?

In what ways has _____ demonstrated a commitment to customers?

What other information is important in considering _____ for this award?

For Team Awards/partner of the year, the following two questions appear:

Please complete the following information about this team:

Names of team members or organization: _____ *(required)*

Team Lead/Supervisor Name: _____ *(required)*

Team Lead/Supervisor Contact Information (E-mail or phone): _____ *(required)*

In what ways has _____ demonstrated effective teamwork skills?

In what ways has _____ showed a strong performance record and made significant contributions?

In what ways has _____ demonstrated a commitment to customers?

What other information is important in considering _____ for this award?

Thank You!

Thank you for taking the time to nominate your peers, colleagues, managers/supervisors, mentors, and/or your team for the recognition awards.

If you would like to make another nomination, please complete another form. The awards will be presented at the annual conference the week of May 16th. We look forward to seeing you there!

Please email completed forms to steve.erbes@state.mn.us