



## Oregon Employer Council Awards Program 2010

Oregon Employer Council (OEC) has approved the criteria by which award recipients are selected. Criteria place emphasis on outcomes and results. Quality and innovation are more important than quantity. Awards are presented at the annual conference.

The awards period considered for judging is January 1, 2009 through December 31, 2009.

Note: for year 2010, the awards will be based on the information that you provide on the four quarterly reports. More information to be shared soon.

### **AWARDS CATEGORIES**

*Note: Even if nominations are received, there is no guarantee that an award is bestowed. Be sure to follow these guidelines; judges will disqualify for incomplete nominations, or nominations that do not meet criteria.*

Outstanding Local Council - This category recognizes the local council that is successfully nominated and epitomizes the goals and objectives of the criteria.

Outstanding Local Coordinator - Recognizes an outstanding individual that has made a significant contribution in line with the goals of OEC. This is an award for exceptional service and is not necessarily awarded every year, even if nomination (s) received.

Distinguished Service Award - Recognizes an outstanding individual or organization that has made a significant contribution in line with the goals of OEC. As its title suggests, an award for exceptional service and not necessarily awarded every year, even if nomination (s) received.

Exceptional Accomplishment - Recognizes an activity, event, function or process that represents a significant contribution to the local council, the community and/or OEC. As its title suggests, it is recognition for exceptional service and is not necessarily awarded every year, even if nomination (s) received.

### **AWARDS PERIOD**

Awards cover the period from January 1, 2009 through December 31, 2009.

Nominations must be received in the OEC office no later than 5 p.m. on **March 19, 2010**.

E-mail submissions are acceptable but will be printed in black and white for the judges and must include all of the required components.

**Send submissions to: Oregon Employer Council, Attn: Marney Roddick, State Coordinator  
875 Union St NE Room 303, Salem OR 97311**

## NOMINATION PROCESS

Outstanding Local Council – Submit one nomination per council. A committee or an individual may prepare the nomination submission.

Outstanding Local Coordinator – One nomination per council to be submitted by the local chair. A committee may prepare the nomination submission.

Distinguished Service – Nomination may be submitted by OEC members and Department staff through the local chair or an executive board member.

Exceptional Accomplishment – Nomination may be submitted by OEC members and Department staff through the local chair or an executive board member.

## NOMINATION PREPARATION (general instructions)

- All nominations must include the awards application (cover sheet) and the scoring sheet (attached). Incomplete nominations will not be considered by the judges.
- Nominations must respond to the criteria in the order listed and be clearly labeled. Supporting documentation and attachments may be included in an Appendix.
- Nominations must not exceed twenty-five (25) pages including the application (cover/scoring sheet), narrative, attachments, exhibits, etc.
- An original (or e-mail) of each nomination must be received by the OEC office by **March 19, 2010**. Nominations will be forwarded to the judges for evaluation. Judges are appointed by the state president.

## NOTIFICATION

Award recipients will be announced at the annual conference: April 12 & 13, 2010 at the Nines Downtown Portland.

## FINAL DECISION

The final decision of the judges will be at the discretion of the OEC president.

## **AWARDS CRITERIA**

### **Local Council**

Presented to the local council that demonstrates strong and cooperative support of the goals of OEC. Overall council strength and health are emphasized in such areas as: membership composition, membership activities, Employment Department involvement (support, promotion, advisory mechanisms), veterans activities, encouraging partnerships, serving the community, employer education, legislative focus and other activities. Remember, quality is more important than quantity.

### **Local Coordinator**

Presented to honor an individual that demonstrates exceptional service along with strong and cooperative support of the goals of OEC. Other than a narrative of why this individual deserves the award, there are no specific selection criteria. Narrative must not exceed 500 words. Supporting documentation is accepted, but must not exceed 25 pages total (including application/scoring form).

### **Distinguished Service**

Presented to honor an individual or organization that demonstrates exceedingly strong and cooperative support of the goals of OEC. Other than a narrative of why this individual or organization deserves the award, there are no specific selection criteria. Narrative must not exceed 500 words. Supporting documentation is accepted, but must not exceed 25 pages total (including application/scoring form).

### **Exceptional Accomplishment**

Presented to recognize activities, events, functions or processes that exemplify excellence. Nomination must: 1) illustrate how the nominated program or event exceeds expectations and sets a new standard of quality or innovation; and 2) demonstrate how the accomplishment benefits the local council, its members, the community or the state OEC organization. Supporting documentation is accepted, but must not exceed 25 pages total (including application/scoring form).



**Oregon Employer Council  
Awards Application 2010  
(cover sheet and scoring sheet)**

**This completed form must accompany all nominations.**

Award being sought:

Person or organization being nominated:

Contact person:      Name  
                                 Local council  
                                 Business name  
                                 Title  
                                 Full address  
  
                                 Phone  
                                 Fax  
                                 E-mail

Awards category:

Organization or individual nominated:

Was the nomination received by the deadline?

YES                      NO    (if no, entry disqualified, do not continue)

Is cover sheet complete?

YES                      NO    (if no, entry disqualified, do not continue)

Is the nomination 25 pages or less?

YES                      NO    (if no, entry disqualified, do not continue)

## Award Nomination Tip Sheet - *notes from the judges*

Read award nomination criteria thoroughly and highlight important information. Follow guidelines to avoid disqualification. Nominations will be disqualified if late, do not comply with the criteria, do not include the cover/scoring sheet, do not specify the award being sought, etc. It may take the volunteer judges many hours to review entries, so make your presentation brief and interesting to read.

- Timing/deadline - make sure your entry covers the time period and is submitted on time.
- Make your nomination results driven. What were the outcomes and how do they fit in with the goals and objectives of OEC?
- Be sure to include the required cover/scoring sheet...don't be disqualified.
- What does your council do that is out of the norm?
- What does your local council put back into the community? Impact on community?
- Development of the upcoming workforce? Scholarship, school-to-work?
- What does your council do beyond employment? (Walk for Life, United Way, etc.)
- Use photos - digital okay with e-mail submission
- Application complete and accurate
- Summary - why is this nomination an award-winning council/person/organization?
- Make it easy and interesting for judges to read
- Content is more important than presentation
- Exhibits and attachments - clearly marked
- Don't add filler; don't ramble
- Show diversity of council: business sizes and types, industry representation
- Substance
- Take time to think it through
- Don't get carried away with exhibits
- Keep an activity file throughout the year...don't try to pull it together at the last minute
- Be sure to respond to all criteria
- Proof your submission; check for typos and grammar
- Respond fully to each question
- Avoid jargon, abbreviations, acronyms
- Have an outsider review your entry and have them use the scoring sheet
- Use *voices* - testimonials from employers, partners and staff

## **A Few Things to Think About**

- **Strengthening the local or state council:** Does the membership composition reflect the employer community? What activities took place in the awards period to increase membership in the local council? What are the results? Use testimonials to illustrate.
- **Strengthening the workforce development system:** what was done to improve local office effectiveness and responsiveness to employer and applicant needs? To increase the use of Department services and programs by local employers and applicants? Did the activities strengthen the image of the Department in your community? Does your council have a record of encouraging and supporting the hiring of veterans? Were employers educated on the advantages and benefits of hiring veterans? Results? (Narrative may be used to demonstrate.)
- **Serving employers:** Identify activities that were performed to help local employers understand the purpose and function of the workforce development system and the many services it provides. What other activities were of value to the business community? What is the effectiveness of these activities?
- **Building partnerships:** During the awards period, what partnerships were formed or utilized? (Testimonials may be used to illustrate how these partnerships furthered the goals of the local/state council.)
- **Serving the community:** During the awards period, what activities were of benefit to your community? (Examples: involvement in one-stop, school-to-work, scholarships, welfare-to-work, veterans programs, youth, disabled workers, job fairs, etc.)
- **Activity summary:** Number of meetings, number of seminars, number of job fairs, number of other activities (specify). Include number of employer attendees/participants by category.