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|  | WAYNE DAVES AWARD |  |  |

 **THIS FORM IS FOR DRAFTING PURPOSES ONLY**

**GENERAL INFORMATION**

1. Awards will be presented at a banquet on the evening of October 15, 2020, at the Sheraton Four Seasons in Greensboro. If the nominee is selected to receive this award, it is the responsibility of the nominating agency to provide the necessary transportation and lodging for the nominee.
2. Online forms must be submitted **on or before 5:00 pm, Friday, May 15, 2020. Late nominations will not be accepted.** [**Click Here**](https://www.surveygizmo.com/s3/5379003/Template-2020-Governor-s-NCWorks-Awards-of-Distinction-for-Outstanding-Employer) **to access to the online form.**
3. Nominators should seek approval from local Workforce Development Board prior to online submission.

**WAYNE DAVES AWARD NOMINATION CRITERIA**

Nominees must be a NCWorks Career Center team member who:

1. Currently works in a local NCWorks Career Center during July 1, 2019 - June 30, 2020.
2. Provides workforce development services for job seekers and/or local businesses. *This includes supervisors and managers performing front-line staff responsibilities on a regular basis.*
3. Consistently delivers and models excellent customer service.
4. Contributes to the continuous improvement of the NCWorks Career Center system.

**WORKFORCE SERVICE OR PROGRAM DEFINED**

For the purpose of the nominations for the Governor’s NCWorks Awards of Distinction, a publicly-funded workforce service or program includes those focused on career development, employment, job training, skill building, and career exploration. Examples include the following:

* NCWorks Career Centers
* WIOA Title I - Adult, Dislocated Worker, Youth
* WIOA Title II – Workforce Literacy
* WIOA Title III (Wagner-Peyser)
* WIOA Title IV - Vocational Rehabilitation
* Agricultural Services
* Community Colleges
* Community-based Organizations
* CTE and Early College
* Job Corps
* NC Apprenticeship
* Supplemental Nutrition Assistance Program (SNAP)
* Trade Adjustment Assistance (TAA)
* Veterans Services
* Work First
* Older Worker Training
* Reentry
* Programs for Persons with Disabilities

**DIRECTIONS FOR COMPLETING THE NOMINATION PACKAGE:**

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| **Section** | **Required Component** | **Instructions** |
| I. | Nominee Information | Provide all required information for the nominee. |
| II. | Nominator Information | Provide all required information for the organization making the nomination and the contact person. |
| III. | Nominee Accomplishments | Provide all requested information about the nominee’s accomplishments.  |
| IV. | Support Letter | For validation, the nomination must include a letter of support from the local Workforce Development Board. This may be submitted as a PDF. |
| V. | Checklist | Complete the checklist to ensure the nomination package contains all required information.  |

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| **SECTION I - NOMINEE INFORMATION:** |
| Individual Nominated:  |  |
| Mailing Address:  |       |
| Telephone Number:  |       |
| E-mail address:  |       |
| NCWorks Career Center: |       |
| Job Title: |       |

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| **SECTION II - NOMINATION SUBMITTED BY:** |
| Organization Name: |  |
| Mailing Address: |  |
| Contact Person: |       |
| Job Title: |       |
| Telephone Number: |       |
| E-mail address: |       |

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| **SECTION III - NOMINEE ACCOMPLISHMENTS:** |

1. Describe the main responsibilities of the workforce development job held by the individual.

(**Text box is limited to 350 words**)

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1. Describe significant contributions made to the workforce development system beyond the normal professional duties and responsibilities of providing services during the specified time period. (**Text is limited to 350 words)**

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C. Discuss how the individual has impacted or contributed to continuous improvement within the local NCWorks Career Center system or other workforce development program during the specified time period. (**Text is limited to 350 words**)

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1. Provide a narrative description of the nominee’s exceptional customer service during the specified time period. (**Text is limited to 500 words**)

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1. Describe the nominee’s innovation and creativity in delivery of workforce development services during the specified time period. (**Text is limited to 500 words**)

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1. Describe how the nominee developed and promoted a positive image for the workforce development delivery system during the specified time period. (**Text is limited to 500 words**)

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| **SECTION IV - LETTER OF SUPPORT:** |

Now that you completed the draft of your nomination, you will need to request a letter of support from your local [Workforce Development Board](https://www.ncawdb.org/local-boards/). Once you have received a letter of support, it’s time to submit your nomination online. [**Click here**](https://www.surveygizmo.com/s3/5379010/2020-Wayne-Daves-Award-for-Outstanding-Achievement-in-Workforce-Development) to access the online nomination form. If you do not have a letter of support at the time of the online submission, email a copy to ncwtc@nccommerce.com before the **deadline of 5:00 pm on Friday, May 15, 2020**.

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| **SECTION V - CHECKLIST:** |
|  | Nominee meets criteria outlined on Page 1. |
|  | **Section I** – Nominee Information completed. |
|  | **Section II** –Nominator Information completed. |
|  | **Section III** – Nominee Accomplishments for the period of July 1, 2019 to June 30, 2020. |
|  | **Section IV** - Support letter(s) from the local Workforce Development Board ready for submission along with your online nomination or emailed to ncwtc@nccommerce.com **before 5:00 pm on Friday, May 15, 2020.** |
|  | Nominating organization has submitted only ONE nomination in this category. |

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**Online nominations must be submitted**

**before 5:00 pm on Friday, May 15, 2020.**

**Late nominations will not be accepted.**

**[Click Here to Access the online form.](https://www.surveygizmo.com/s3/5379010/2020-Wayne-Daves-Award-for-Outstanding-Achievement-in-Workforce-Development)**

**Questions? Contact Jonathan Snow at** **jonathan.snow@nccommerce.com**