MONTANA STATE EMPLOYERS' COUNCIL (MSEC) AWARDS PROGRAM

INTRODUCTION…

An active awards program is an important part of the Montana State Employers' Council. It is important to acknowledge individuals and groups who give of themselves to our state and communities. These individuals and groups show leadership, initiative and creativity to accomplish needs and goals for their communities, state and the Department of Labor and Industry. Recognition through awards is a way to say "Thank You" for a job well done.

The purpose of this document is to provide you with assistance in preparing and submitting entries for the awards categories. If you have any further questions, please contact State JSEC Coordinator Kay Strayer at kstrayer@mt.gov or 406-444-9081.

HELPFUL HINTS…

1. **SELECTION OF AWARD WINNERS** is based on who demonstrates the most significant accomplishments.

2. **SUPPORTING DOCUMENTATION –** Evidence is important, but don't overdo it. Keep to the facts. Documentation supports the written narrative. To jog your memory, review your calendar, minutes from meetings, and literature on special projects done.

3. **CONTENT -** The content of your award nomination is more important than fancy packaging. Remember, nominations are limited to one (1) typed page, so concentrate on having a concise, neatly presented nomination, rather than colorful graphics, bells or whistles.

GENERAL AWARDS CRITERIA:

Criteria places emphasis on outcomes and results. Quality and innovation are more important than quantity. The underlying question the Awards Selection Committee will ask is:

"How is the state or community a better place because of what this JSEC or individual has done?"

NOMINATION PROCESS:

Anyone may submit a nomination for any category to the State Coordinator, following the criteria and deadline. A committee of three individuals will be appointed by the MSEC Chair to review the nominations and make selections. Selection committee members may include the State Coordinator, other Department of Labor staff, MSEC and/or JSEC members or other individuals deemed appropriate by the Chair.

AWARDS SUBMISSION DEADLINE:

Activities/accomplishments outlined in the award must have been performed prior to the award deadline for the current year. Nominations may be submitted at any time during the year. **For award consideration, the nomination must be received no later than February 1st each year.** Nominations should be sent to DLI-Workforce Services Division, Attn: Kay Strayer, PO Box 1728, Helena, MT 59624. Nominations can also be sent by e-mail to kstrayer@mt.gov.

NOTIFICATION: Winners will be announced at the annual State JSEC Meeting.

NOMINATION PREPARATION (General Instructions):

- **NOTE:** Please indicate the award category, name of the person or committee being nominated and contact information for person making the nomination.
- Nominations must address the criteria presented in the category description.

AWARD CATEGORIES AND CRITERIA:

- ***Outstanding Local JSEC Chair:***
  The Montana State Employer Council Executive Board has indicated that this award should be for a Local JSEC Chairperson who has contributed over and above normal expectations for this position. BE SPECIFIC with your examples. Limit narrative to one (1) typed page.

- ***Outstanding Local Job Service Workforce Center Management Person:***
  This category includes anyone in a management position in a local Center. The goal of local Job Service management staff is to actively support and participate in assisting the local committee to achieve their stated goals. The nomination should include details and SPECIFIC examples that demonstrate the nominee's actions to achieve that goal. Limit narrative to one (1) typed page.

- ***Outstanding Local JSEC Committee:***
  Nominations in this category are limited to one (1) typed page that demonstrates SPECIFICALLY how the committee has accomplished the following:

  1. *Strengthening the Local Committee:* Does the membership composition reflect the employer community? (Industries represented, diversity, employer size, etc.) What activities have taken place to increase membership in the local committee? What are the results?
  2. *Strengthening the Job Service:* What has your committee done to improve the local office effectiveness and responsiveness to employer and applicant needs? Include any activities to increase the use of Job Service by local employers and applicants. What were the results? Have the activities of your committee strengthened the image of the Job Service within your community? How is this demonstrated?
  3. *Serving Employers:* What activities have your committee done to help local employers understand the purpose and function of the Job Service and the many services it provides? What other activities have your committee done that was of value to the employer community? What was the effectiveness of these activities?
  4. *Building Partnerships:* What partnerships have your local committee formed or utilized? How have these furthered the goals of your local committee?
  5. *Serving the Community:* What activities have your committee been involved in that benefited the community? (Examples: Community Management Team, school-to-work type projects, Job Fairs, etc).
  6. *Activity Summary:* Number of meetings, number of seminars, number of job fairs, number of other activities (specify)

- ***Outstanding Local JSEC Coordinator:*** The goal of the local JSEC Coordinator is to actively support and participate in assisting the local committee to achieve their stated goals. The nominations should include a detailed narrative and SPECIFIC examples that demonstrate the Coordinator's actions to achieve that goal. Limit narrative to one (1) typed page.

- ***JSEC "Spark Plug" Award:*** This category is meant to recognize the efforts and accomplishments of individuals or groups (not included in any other category) whose commitment to JSEC and involvement in local or state JSEC activities has been an outstanding example of leadership in action. Nominations should include a detailed narrative and SPECIFIC examples that demonstrate the person(s) exemplary actions. Limit narrative to one (1) page.

- **Nominations may be mailed or e-mail and must be received no later than February 1st each year:**

  DLI – Workforce Services Division
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  kstrayer@mt.gov