

## **SELECTION CRITERIA AND GUIDELINES FOR NOMINATIONS**

### **ELIGIBILITY**

All permanent employees performing competently or higher are eligible for nomination, with the exception of Board Chiefs of Staff, Deputy Chief Executive Officers, Department Heads, and Chief Deputies, or a team or individual who has previously been recognized within the last 12 months. The program allows for the nomination of teams, individuals, management, and non-management employees. Teams are generally defined as task forces, committees, or groups consisting of 20 individuals or less.

By signing the nomination form, each Department Head and/or Board Chief Deputy confirms that the personnel records reflect that the team members or individual nominees are in good standing and not the subject of administrative action.

### **NOMINATION PROCESS**

Nominations should be made for achievements occurring within the last 12 months. Each department may submit **one** nomination (individual or team) quarterly for **one** of the following three strategies:

- Make Investments That Transform Lives
- Foster Vibrant and Resilient Communities
- Realize Tomorrow's Government Today

The number of awards given quarterly will depend upon the number of nominations that meet the threshold criteria based upon points awarded. Departments are not required to submit a nomination quarterly, but are encouraged to submit an entry they deem worthy of recognition.

When an **interdepartmental team** is nominated, the lead department will submit the nomination on behalf of the other participating departments. All participating departments can still be nominated as a member of another team or nominate an individual from their department, although not for a project/effort for which a team is nominated.

### **SUGGESTIONS FOR DOCUMENTATION**

The nomination should focus on the individual or team's accomplishments in County service. Collaboration with other County departments is of particular merit. Please describe the relationship between the accomplishments to be recognized and the specific strategy listed above.

It is not sufficient to indicate in general that your nominee/team has a good personality and relates well to people. This has been true of every nominee. Your objective is to document the exceptional achievements of County employees and to promote performance consistent with the strategy.

Use plain language. Avoid using technical terms and abbreviations. The evaluation committee members who read your nomination may not be acquainted with the technical aspects of your nominee's work. When drafting the nomination, it is imperative to document accomplishments that have occurred within the last 12 months prior to submission. Future anticipated accomplishments will be disregarded by the evaluation committee. With this in mind, please be cautious in your usage of tense to describe past accomplishments; e.g., "Mr. Smith generated a cost savings of \$10 million for his department" instead of "Mr. Smith will generate a cost savings of \$10 million for his department."