



# **Building Better Nominations**

Robert C. Esterbrooks Award

# Considerations



- Ensure you have adequate time to prepare - Start Early
- Ensure the nominee fits the designated category
- Consider multiple nominations for each category
- This is a great way to celebrate successes with your employees

# Considerations



- Understand the Criteria
  - Significant contribution to the County - 25 points
  - Exemplary employee - 25 points
  - Uses innovative approaches /methods - 25 points
  - Enhances the image of the County - 25 points
- Gain input from others who work with them before you begin to write related to the criteria

# Considerations



- Spend the Necessary Time and Use the 3-pages Allotted
- Ask Others to Write Parts of the Submittal That Reflects More of the Described Aspects
- Have Someone Review the Submittal Against the Criteria

# Writing the Nomination



- Each nomination should have a beginning (intro), middle (content) and end (summation)
- Beginning - We need to know a little about them
  - Tell us who they are
  - Their job title/role in the County
  - How long they have been employed

# Writing the Nomination



- Middle - the content
  - Address each of the Evaluation Criteria
    - Significant Contribution to the County
      - What exactly has the employee done to contribute to the success of a program or process within the County
      - How has the County benefited from this
        - » Financial impacts, reduction in process time, etc.
      - Have there been emails or letters from others (internal or external) about the employee or a service they provided
        - » Include as quotes within the body of the nomination

# Writing the Nomination



- Middle - the content
  - Exemplary Employee
    - Thinking about all of your employees, how do they stand out, be specific
    - How have they impacted the people they work with or for
    - Think about the time and energy they put into their jobs
    - Professional commitment
      - » Taking classes or attending seminars to help promote their abilities
      - » Continuing education

# Writing the Nomination



- Criteria (Cont'd)
  - Uses Innovative Approaches/Methods
    - Describe specific innovations that they have developed, managed, etc.
      - » New computer programs, systems, maintenance approaches, etc.
    - Why are they innovative
    - Describe how this has benefited the County



# Writing the Nomination



- Criteria (Cont'd)
  - Enhances the Image of the County
    - Have there been instances when dealing with the public that has helped to show the County in a positive manner
    - Professionalism when working with others
    - Responsiveness to customers, public, etc.
      - » Could include outside stakeholders, other agencies, internal departments

# Writing the Nomination



- Outside Interests
  - Is the Nominee Involved With Outside Organizations
    - Describe their continued commitment to their family and their community
- The End
  - Provide a Short Summation
    - Why the Nominee is Deserving of the Award
    - Personal Acclamations are Welcomed