



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