



## **The Washington State Chapter “Outstanding Workforce Emerging Leader Award”**

The Emerging Leader Award recognizes any individual that is engaged in Workforce development who possesses the qualities and skills of an emerging leader. Their contribution (s) must have occurred within the calendar year of 2019.

The nominee must demonstrate any or all the following qualities:

- Demonstrates leadership qualities by providing on-going high-quality performance, directs people to resources, seeks work assignments from a big picture point-of-view, seeks to improve departments operations, handles difficult situations and assignments well, personifies dependability, visionary, and commitment to ongoing professional development.
- Build community through employee engagement and promotes inclusivity. Promotes a sense of community within a work group, department/unit, or across the division by bringing groups/individuals together for a common purpose. Welcomes and values diversity of opinions in discussions, demonstrates tolerance of others, considers accessibility, diversity and inclusivity in aspects of job assignments, enhances the department’s climate, adheres to respectful workplace expectations.
- Performs extra duties beyond those normally assigned.
- Performs other roles when the department is short staffed.
- Volunteers to serve on a department committee and contributes significantly to its success.
- Provides services to others that goes beyond assigned responsibilities.
- Employees who perform normally assigned responsibilities at an exceptional level.

Eligibility for this award:

- Supervisor
- Lead Worker
- Front Line Staff



Selection Criteria:

Leadership (25%)

- Describe the ways in which the individual has demonstrated leadership qualities and characteristics.
- Is the nominee generally recognized by coworkers and colleagues as an emerging leader?
- How has the nominee engaged with other community and/or professional organizations?
- Explain how the employee is committed to ongoing professional development.

Initiative (20%)

- How has the nominee improved/affected Workforce development in their division?
- How has the nominee demonstrated initiative and the ability to be a self-starter?
- Nominee must have performed either volunteer activities that were outside the scope of his/her job, stepped into a role to fill a gap in time of need, perform duties beyond the scope of his/her expectations.

Professional Development (25%)

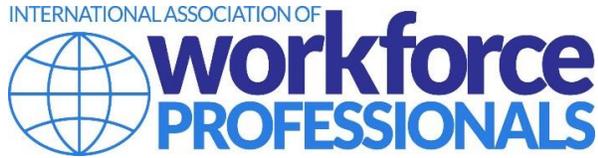
- Has the nominee held progressively more responsible positions/titles in his/her work?
- Has the nominee actively pursued professional development opportunities within the calendar year of the award?

Service to others (15%)

- Volunteering during workshop events or conference
- Providing services to others that are beyond assigned responsibilities.

Membership to International Association of Workforce Professionals? (15%)

- Is a current member of IAWP



**Instructions for completing the awards submission:** Please submit:

Nominees' Information: (Full Name)

Nominee's Title:

Employer:

Name of Workforce Unit Nominee Reports to:

Address:

City:  State:  Zip Code:

Telephone number:

Direct Report:

**Name of Person nominating the individual:**

**Nomination Submission Components:**

1. Please include a brief summary of what the nominee did: (Please do not exceed 200 words)
2. Narrative: Please provide a narrative that describes the details of the nominee's accomplishments during the calendar year of 2019 (Please try to limit your narrative to one page)
3. Endorsement letters: (This could be an endorsement from someone in their chain of command) For example: A manager is nominating a front-line staff person. An endorsement letter from the nominee's lead, supervisor, Administrator, area director that shows support for this nomination.
4. Nominees cannot or should not have been on corrective action during the calendar year of 2018.

Submissions must be received no later than March 31<sup>th</sup> 2020. You can email the IAWP Awards Committee directly with your nomination or with any additional questions at [waiawpawards@gmail.com](mailto:waiawpawards@gmail.com).