



## The Research Bureau

### THOMAS S. GREEN PUBLIC SERVICE AWARDS

#### 2016 NOMINATION FORM

*(Please return no later than February 26, 2016)*

Worcester Regional Research Bureau, Inc.  
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The Thomas S. Green Public Service Awards honor municipal employees who have made outstanding contributions to public service. The awards publicly recognize the efforts of Greater Worcester public servants who illustrate:

- Exceptional competence and efficient handling of all assigned responsibilities
- Enthusiastic performance of tasks above and beyond the call of duty
- Cooperative, helpful, and friendly attitude toward the public and fellow employees
- Community involvement outside the scope of job-related responsibilities.

Nominee: \_\_\_\_\_

City/Town of Employment: \_\_\_\_\_

Department: \_\_\_\_\_ Position: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Name of Nominator: \_\_\_\_\_

Affiliation: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

The Research Bureau and the Thomas S. Green Public Service Awards Review Committee would like both a qualitative and quantitative review of the nominees.

- 1) Letter(s) of Support: On a separate sheet, please describe the nominee’s role and explain specifically how he or she has performed those job responsibilities in an exceptional manner. Additional letters of support from supervisors, peers, and members of the public and/or documentation of outstanding work are highly encouraged.
  
- 2) Criteria: The Committee would like insight into the capacity and character of the nominees. Below, we offer various criteria for evaluation. *We do not expect that nominators will be able to evaluate nominees on all criteria. It is also unrealistic that a nominee will receive a “10” in every category.* Please provide a considered review of your proposed nominee’s qualities in those areas that you feel competent. Feel free to coordinate on this review with others who may be able to provide additional insight into the nominee.

| <b>Criteria</b>  | <b>Scale of 1 to 10<br/>(10 Being Highest)</b> | <b>Examples, if Available<br/>(Please Use Separate Sheet if Necessary)</b> |
|--|--|--|
| Job performance/competence – Does the nominee excel at his/her position and is he or she fully competent at assigned responsibilities? |  |  |
| Efficiency – Is the nominee efficient with time, resources, and effort to complete responsibilities?                                   |  |  |
| Responsiveness – Is the nominee responsive to public requests for assistance, including phone calls and emails?                        |  |  |
| Professionalism – Does the nominee exhibit professionalism with the public and fellow employees?                                       |  |  |
| Initiative – Is the nominee self-motivated, taking initiative when dealing with issues and/or opportunities?                           |  |  |
| Innovation – Is the nominee innovative, able to identify new, better means for accomplishing responsibilities?                         |  |  |
| Adaptability – Is the nominee open to change and able to embrace new policies, responsibilities, situations, and leadership?           |  |  |
| Dedication – Does the nominee go beyond the normal job requirements to assist the public or colleagues with extraordinary tasks?       |  |  |
| Collaboration – Is the nominee a team player and able to work with diverse individuals and groups?                                     |  |  |

|   |  |  |
|---|--|--|
| Enthusiasm – Does the nominee exhibit enthusiasm for his/her job and responsibilities?  |  |  |
| Involvement – Is the nominee involved in the community through volunteer opportunities, participation in local events, or support for local causes? |  |  |

Thank you very much for your support of the Thomas S. Green Public Service Awards and your commitment to good government in Greater Worcester. If you have any questions about the Awards or the role of The Research Bureau, please see our website at [www.wrrb.org](http://www.wrrb.org) or contact us at [info@wrrb.org](mailto:info@wrrb.org).

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*NOTE:* Candidates nominated in previous years who did not receive the award may be re-nominated. *Department and Division heads are not eligible for the award.* Nominees should have a minimum of five years employment with the municipality and should be actively employed at the time of the nomination. More information, including past recipients, may be found at [www.wrrb.org](http://www.wrrb.org). This application may be referred to the nominee’s Department head/supervisor for additional information and support.