



# The Research Bureau

## THOMAS S. GREEN PUBLIC SERVICE AWARDS

### 2020 NOMINATION FORM

*(Please return no later than Friday, March 11, 2020)*

Worcester Regional Research Bureau, Inc.

500 Salisbury Street

Worcester, MA 01609

[info@wrrb.org](mailto:info@wrrb.org)

[www.wrrb.org](http://www.wrrb.org)

508-799-7169

The Thomas S. Green Public Service Awards honor municipal and public school employees who have made outstanding contributions to public service. The awards publicly recognize the efforts of Central Massachusetts 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

**Nominees should have a minimum of five years employment with the municipality or school district and should be actively employed at the time of the nomination. Department and division heads are not eligible for the award. Candidates nominated in previous years who did not receive the award may be re-nominated.**

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

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

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

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

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

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

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

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

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

In order to ensure a thorough review of nominees, The Research Bureau and the Thomas S. Green Public Service Awards Review Committee requests broad insight into the nominee.

- 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. One additional letter of support from supervisors, peers, and members of the public and/or documentation of outstanding work is *required*. Multiple letters 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.* 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>Comments (Please Use Actual Examples if Available) (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 Central Massachusetts. 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:* 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.