

Name of Nominee _____

CHARLES E. DUNBAR, JR. CAREER CIVIL SERVICE AWARD

2016

PART I - NOMINATION INFORMATION

Nominee's Name _____

Job Title _____

Home Address _____ Home Phone _____

Email Address _____

Dept/Agency _____

Office Address _____ Office Phone _____

Marital Status (optional) _____ Spouse (optional) _____

Number of Children (optional) _____

Nominated By _____

Title _____

Dept/Agency _____

Office Address _____ Office Phone _____

Email Address _____

Nominator's Signature

Approved:

Appointing Authority _____ Office Phone _____

Appointing Authority (or Designee)

Dept/Agency HR Director _____

Email Address _____ Office Phone _____

Name of Nominee _____

PART II - COMMITMENT TO THE CLASSIFIED SERVICE (Maximum 10 Points)

This part is designed to obtain the following information (a) length of service, and (b) progression of responsibility as a career civil servant.

TOTAL LENGTH OF CLASSIFIED SERVICE _____

SUMMARY OF CLASSIFIED SERVICE

THREE MOST RECENT POSITIONS

Title _____

Name of employer and Agency _____

Dates of Employment: Start _____ End _____

Title _____

Name of employer and Agency _____

Dates of Employment: Start _____ End _____

Title _____

Name of employer and Agency _____

Dates of Employment: Start _____ End _____

Name of Nominee _____

PART III – CONTRIBUTIONS TOWARD WORK OR WORKPLACE IMPROVEMENT (Maximum 40 Points)

Describe specific activities or contributions which you feel should be evaluated. Points you should address in the narrative are (a) contributions to improving the classified service, (b) permanency of impact, (c) quality of work that demonstrate the employee's integrity and ethical conduct, and (d) activities that have improved the image of public employment.

PART IV – PERSONAL INITIATIVE (Maximum 40 points)

Give specific examples of results of the nominee's performance and whether the task was completed on the nominee's own initiative or was a job assignment. The judges are looking for situations which show how the nominee went the "extra mile" for the classified service.

Name of Nominee _____

PART V – VOLUNTEER COMMUNITY SERVICE (Maximum 10 points)

Describe any work with committees, task forces, organizations which have provided a community service. Include information about civic and charitable organizations, church work, school or youth-related activities.

For use by judges only:

| | | <u>POINTS</u> |
|-----------------|---|----------------------|
| Part II | Commitment to the Classified Service (Max 10 points) | |
| Part III | Contributions toward Work or Workplace Improvement (Max 40 points) | |
| Part IV | Personal Initiative (Max 40 points) | |
| Part V | Volunteer Community Service (Max 10 points) | |
| | TOTAL (Max 100 Points) | |