Award of Excellence

Call For Nominations
Submission deadline: Wednesday, April 1, 2009

Seize the moment and take this important opportunity to recognize and celebrate the outstanding performance of a peer or employee.

ONESTEP’s Award of Excellence is presented annually at the Opportunities Conference to a Career / Employment Specialist to honour outstanding performance in the field of career and employment services.

Do you know a:

- career counsellor / educator
- employment coach
- career information specialist
- job finding club facilitator
- workshop facilitator
- job developer
- other _____________________________

who through their work:

- Provides excellent service to their clients / employers?
- Is an inspiring leader?
- Consistently demonstrates competency and ethical behaviour?
- Delivers exceptional results?
- Is an innovator in the field of career development?

This prestigious award will be presented on Monday, April 27th during the ONESTEP dinner Gala at the 10th annual Opportunities Conference being held at Sheraton on the Falls in Niagara Falls, Ontario.

To nominate an individual, please submit the accompanying nomination form by Wednesday, April 1, 2009.
NOMINATION PROCESS FOR ONESTEP’S
Award of Excellence

Judging Criteria
Nominees will be evaluated on their demonstrated commitment to one or more of these aspects of service leadership:

• Program innovation
• Role-modeling leadership in the community
• Relationship building
• Client / Employer service
• Proven results

Nomination Guidelines

• Eligible candidates for nomination include both members and non-members of ONESTEP
• Eligible candidates must be nominated by an individual who is in a position to attest to the candidate's suitability.
• Eligible candidates for nomination include anyone who is working in the career development / career management field in Ontario.
• Nominations may be made by members and non-members of ONESTEP.
• Nominations of previously nominated candidates are accepted.

Submission Process

• Submission Packages must include a Nomination Form.
• Submissions must be received by the deadline of Wednesday, April 1, 2009.
• Submissions must be received electronically in Word or PDF format.
• Submissions must include a signed Consent Form by the Nominee. This form may be faxed or mailed.
• Submissions must include a photograph of the Nominee.
Award of Excellence
NOMINATION FORM

Checklist of Required Submission Documentation

All items must be received by ONESTEP prior to the Nominee being considered.

☐ Nomination Form completed by Nominator
☐ A Letter of Reference from an individual other than Nominator
☐ Photo of Nominee (send electronically or by mail)
☐ Nominee Consent Form (this form can be mailed)

Submission deadline: Wednesday, April 1, 2009

NOMINEE CONTACT INFORMATION:

Name:
Title:
Organization:
Business Address:
Phone number:
Email address:

NOMINATOR CONTACT INFORMATION:

Name:
Title:
Organization:
Business Address:
Phone number:
Email address:
Please answer the following questions and provide specific examples to support the application.

1. Please provide a short description (bio) of the Nominee and describe their role in the field of career and employment services (no more than 400 words)

2. Please comment on significant contributions or achievements of the nominee as they relate to any / all of the following:
   - Program innovation
   - Role-modeling leadership in the community
   - Relationship building
   - Client service
   - Proven results

3. Provide a specific example when the nominee exhibited exceptional performance (no more than 400 words).

4. Please provide a professional letter of reference from an individual that is not the Nominator.

Please make submissions electronically to ONESTEP by Wednesday, April 1, 2009 at 5pm. The Consent form and / or photos may be mailed.

Email: events@onestep.on.ca

For more information please contact Lorraine Katanik at lorraine@onestep.on.ca or by phone at 416 591-7151.

Mailing Address:

ONESTEP
Awards Committee
517 Wellington Street West
Suite 207
Toronto, ON
M5V 1G1
Award of Excellence

NOMINEE CONSENT FORM

This form confirms that the Nominee for ONESTEP’s Award of Excellence agrees to be a Nominee for this award. This form also confirms that the Nominee agrees to the following terms and conditions:

1. The Nominee grants ONESTEP the right to disclose all or part of the nomination submission information to the review committee for the purpose of evaluating and judging candidates.

2. The Nominee grants ONESTEP permission to publish and / or announce any or all of the submitted information, including photographs of the Nominee in ONESTEP’s Website, newsletters (paper or electronic), print material (paper or electronic) and during the Opportunities 2009 Conference as well as during the Awards Gala.

3. The Nominee provides permission for photos to be taken during the Awards ceremony at the Opportunities 2009 Conference and Gala on April 27th, 2009.

_________________________  _________________________
Print Name of Nominee        Print Name of Witness

_________________________  _________________________
Signature of Nominee          Signature of Witness

_________________________  _________________________
Date:                       Date: