



## **EMPLOYEE OF THE YEAR**

### **Nomination Packet**

#### **Requirements:**

1. Must be an active member in good standing of the local PSE chapter
2. Must have been a PSE member for minimum of five (5) years
3. Cannot be a current member of the PSE Awards Committee or current member of the Board of Directors
4. Cannot have previously received this award

#### **Nominees will be evaluated on:**

- Demonstrated outstanding work performance
- Dedication to improving student learning
- Examples of efforts that go beyond the call of duty to help students succeed
- Exceptional contributions to public education
- Special contributions of time, talent or effort for classified employees
- Positive relationships with other staff, the district and the PSE state organization

Please designate one person who will serve as the main contact for completing this packet. All letters are to be compiled and sent in together with this cover.

#### **Entire packet is to be completed and sent to:**

**Awards Committee  
Public School Employees of Washington  
P.O. Box 798  
Auburn, WA 98071-0798  
Fax: 253-876-7448  
Email: Ljohnson@pseofwa.org**

**All information must be submitted by March 12, 2010**

**EMPLOYEE OF THE YEAR  
NOMINATION FORM**

Date \_\_\_\_\_ Name of Candidate \_\_\_\_\_

\_\_\_\_\_  
Candidate's Home Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

\_\_\_\_\_  
Telephone \_\_\_\_\_ Home \_\_\_\_\_ Work \_\_\_\_\_ Email \_\_\_\_\_

\_\_\_\_\_  
Chapter Name \_\_\_\_\_ School District/University \_\_\_\_\_

\_\_\_\_\_  
Job Title \_\_\_\_\_ Department \_\_\_\_\_

\_\_\_\_\_  
Name of District Superintendent/ University President or Chairman of the Board of Trustees \_\_\_\_\_

\_\_\_\_\_  
Name of Candidate's Immediate Supervisor \_\_\_\_\_

\_\_\_\_\_  
Supervisor's Mailing Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

It is the responsibility of the contact person (listed below) to initiate this process, make certain the packet is completed and sent in as instructed. All nomination materials must be submitted as one packet. Please do not staple.

Contact: \_\_\_\_\_

(address) \_\_\_\_\_

\_\_\_\_\_

(work, home phone & email ) \_\_\_\_\_

**Nominations must be submitted no later than March 12, 2010**

Contact Lenda Johnson for more information at [ljohnson@pseofwa.org](mailto:ljohnson@pseofwa.org),  
1-866-820-5652 or 253-876-7447. Fax: 253-876-7448.

## **EMPLOYEE OF THE YEAR**

### **What judges are looking for – work performance and student learning**

Give concrete examples of outstanding work performance. How do you feel the candidate has contributed to the betterment of the district and co-workers? Describe tangible evidence of ways the candidate has contributed to student success. What contributions has the individual made that people have admired? In what ways has the individual improved working relationships with other employees in the district?

**Please attach a letter or memo answering the questions above for section #1- #3. Sign the letter and identify your relationship to the nominee.**

### **#1 – Job Performance**

This should be completed by any ONE of the following: candidate's immediate supervisor, the district supervisor, any other district or university administrator, including the university president.

### **#2 – Job Related Factors**

This should be completed by a co-worker (either certificated or classified)

### **#3 – Job Related Factors**

This should be completed by another co-worker (either certificated or classified).

Please attach a brief letter verifying that this individual has a positive relationship with the chapter and the PSE organization. If they have served in any capacity as a chapter leader or contributed in some way to the chapter, please list examples.

### **#4 – Leadership Activities**

This section must be completed and signed by one (1) of the following: (a) officer or member of the local PSE chapter in which the candidate is active, (b) a member of the Chapter's Board of Trustees or (c) a member of the PSE State Board of Directors.