



**Commission on Rehabilitation Services
 Bureau of Rehabilitation Services
 Vocational Rehabilitation (VR) Staff Awards
 NOMINATION INFORMATION Form**

All VR Staff are eligible to be an award recipient.

AWARD CATEGORY (select one):

1. Support Staff of the Year – Secretary or Case Coordinator
2. Counselor of the Year – Any VR Counselor
3. Rising Star – All VR staff who have been employed 36 months or less
4. Leadership – Management staff other than the State BRS Director

No self-nominations will be considered for the awards

All nominations must be completed on this nomination form. Nominations will **NOT** be considered if the information is not on this form. *Nominations and support documents must be submitted by August 3, 2018 and sent to the VRCommission.VR@fssa.IN.gov mailbox or mailed to: Bureau of Rehabilitation Services, 402 W. Washington St, P.O. Box 7083, Indianapolis, IN 47207-7083. Nominations may also be submitted by fax: (317)232-6478. In order to preserve the integrity of the award nomination process; awards submitted after August 3, 2018 will not be reviewed.*

Nominee Information (Who are you nominating?)

Name:		Office Location:	
Job Title:		Length of Employment with VR, if known:	
Award Category:		Supervisor's Name, if known:	

Nominator's Information

Name:		Date:	
Telephone Number:		Office Location:	
Agency Name:		Job Title:	
What is your relationship with the VR employee you are nominating? (select one)	Co-Worker _____ Employee's Supervisor _____ Service Provider _____ Other (please explain) _____		

Indiana VR "Support Staff of the Year" Nomination Questions

Please complete your narrative answers on this form following each question.

The total nomination narrative **may not exceed** 500 words. A maximum of three attachments may be included.

1. Describe the nominee's relationship to you. In addition, please describe in detail the contributions that the individual makes to the State Vocational Rehabilitation Program.
2. How does the nominee **exceed expectations** with creativity, critical thinking, resourcefulness, and by enhancing the experiences of individuals the nominee supports?
3. Explain how the nominee has established/maintained a high morale, collaborative efforts, and promotes the advances in daily operations by overcoming obstacles and barriers with perseverance and enthusiasm. **Just doing a good job is not enough.**
4. An example of additional documentation (though not a requirement to submit a nomination) would be to ask the nominee's supervisor to submit a letter of support which might include positive customer comments and/or relevant statistics demonstrating excellent work.

Indiana VR "Counselor of the Year" Nomination Questions

Please complete your narrative answers on this form following each question.

The total nomination narrative **may not exceed** 500 words. A maximum of three attachments may be included.

1. Describe the nominee's relationship to you. In addition, please describe in detail the contributions that the individual makes to the State Vocational Rehabilitation Program.
2. How does the nominee show distinctive innovation, foster positive relationships, and deliver lasting results in order to improve the lives of the individuals served in the State Vocational Rehabilitation Program? **Just doing a good job is not enough.**
3. Explain how the nominee has gone above and beyond to sustain achievements that have required moral, courage, vision, and the ability to recommend positive choices to the individuals that the counselor is serving.
4. An example of additional documentation (though not a requirement to submit a nomination) would be to ask the nominee's supervisor to submit a letter of support which might include positive customer comments and/or relevant statistics demonstrating excellent work.

Indiana VR "Rising Star" Nomination Questions

Please complete your narrative answers on this form following each question.

The total nomination narrative **may not exceed** 500 words. A maximum of three attachments may be included.

1. Describe the nominee's relationship to you. In addition, please describe in detail the contributions that the individual has made to the State Vocational Rehabilitation Program within their initial 36 months of employment.
2. How has the nominee shown a consistently strong performance, earned the respect of their peers, and become a role model to others?
3. Explain how the nominee has contributed significant ideas, identified solutions, and developed and implemented positive improvements.
4. An example of additional documentation (though not a requirement to submit a nomination) would be to ask the nominee's supervisor to submit a letter of support which might include positive customer comments and/or relevant statistics demonstrating excellent work.

Indiana VR "Leadership" Nomination Questions

Please complete your narrative answers on this form following each question.

The total nomination narrative **may not exceed** 500 words. A maximum of three attachments may be included.

1. Describe the nominee's relationship to you. In addition, please describe in detail the contributions that the individual makes to the State Vocational Rehabilitation Program.
2. How does the nominee demonstrate exemplary leadership and provide guidance in interacting with the public, staff, consumers, and cooperative organizations?
3. Explain how the nominee has contributed to the development, implementation, and execution, of creative services and/or successful programs operated by the State Vocational Rehabilitation program.
4. An example of additional documentation (though not a requirement to submit a nomination) would be to ask the nominee's supervisor to submit a letter of support which might include positive customer comments and/or relevant statistics demonstrating excellent work.