

SAMPLE HIGH SCORING NOMINATION: This sample is provided as a demonstration that judges score nominees with specific details of performance, achievements and above average results higher than more general statements.



Virginia Ship Repair Foundation
SAMPLE JUNIOR TRADESPERSON OF THE YEAR
(Less than five years in trade)

SAMPLE NOMINATION FORM

Only ONE Jr. Nominee per company. INCOMPLETE NOMINATIONS WILL NOT BE CONSIDERED.

Company Submitting Nomination: _____ **SAMPLE** _____ VSRA Member? **YES_X_ NO** _____

Nominee's Name: _____

Nominee's Trade Area: _____ **Less than 5 years in trade? YES_X_ NO** _____

(Note: This is total experience regardless of company affiliation)

Please list the last three employments with company name, job title, and duration of employment:

	Company	Job Title	Duration of Employment
1.		Production Worker / Asst. Supervisor	11 years
2.		Production Worker / Machine Operator Delivery Driver	8 months
3.		Sheet Metal Apprentice	October 2008 to Present

Nominee's Current Job Title: _____

Nominee's Telephone Number: _____

Nominator's Name: _____

Nominator's Job Title: _____

Nominator's Telephone Number: _____ Email: _____

You may submit your nomination in one of three ways: email, fax, or mail. Send to: Sylvia Bell at sbell@VirginiaShipRepair.org; fax 757.233.7035 or mail: 150 W. Boush Street, Suite 802 Norfolk, VA 23510. **Please submit your typewritten nomination entry, along with this form by ***** at 5:00 p.m. NO EXTENSIONS will be made on the deadline!** If you have any questions please contact the Nomination Review Coordinator: Sylvia Bell at SBell@VirginiaShipRepair.org

1. Please **COMMENT** on performance for each standard.

1. Demonstrates proficiency in area of expertise.	He retains work processes and information learned, applying them to on the job situations typical of much more senior employees. He needs minimal supervision and most often does work on his own. He has shown he has the ability to evaluate situations and make sound decisions, demonstrating that he is an outstanding problem solver. His performance and productivity is outstanding in all endeavors!
2. Consistently performs at the	Despite being new to his trade and only an apprentice, he has

highest level of quality.	already developed exceptional technical skill and is accuracy in all process.
3. Consistently shares expertise with less experienced co-workers.	He always approaches jobs with a positive attitude and is always <i>willing to pass on his learned experiences to the other apprentices</i> , helping them better understand ship yard processes, increasing their job productivity.
4. Mentors less experienced workers on career development plans.	He readily passes down information that he has learned from more experienced personnel to those with less experience. He does not hold his learning experience back from others; his attitude is not just to look out for his own interest but for the interest of other fellow employees.
5. Shares feedback on improvements with leadership.	He has an admirable level of cooperation with leadership and management. He is always positive and proactive. He is an exuberant team player who <i>comes up with ideas to improve processes and safety.</i>
6. Seeks training and improvement opportunities to enhance trade and operational expertise.	He is willing to learn and always seeks opportunities to expand his ever growing knowledge base. The more experience he has, the better he likes it. Always willing and seeking to accept new challenges.
7. Maintains an exemplary safety record.	He has an exceptional safety record with zero job related injuries during his employment. He works in a safe manner and helps resolve unsafe working conditions anytime he encounters them. His efforts have <i>resulted in him receiving two safety coins</i> from the safety department and a \$500 safety incentive bonus.
8. Instills safe working practices in co-workers/team.	He was awarded his safety coins for informing the Safety Department about potential slip hazards in the work place and exposed gasket issues that were both immediately taken on board as lessons learned and used for process improvement.

CRITERION I. PROFESSIONAL REPRESENTATION OF THE SHIP REPAIR INDUSTRY

NOTE: This is the most important part of the scoring! You must describe how this nominee has EXCELLED in their field.

Briefly describe how the nominee demonstrates proficiency and excellence in his/her job:

He has an exceptional ability to retain work process and information. He consistently works on his own as an apprentice (something that very few apprentices earn the trust of management to do). He currently works in our Sketch Room, which includes but is not limited to performing ship checks, sketching and programming fittings for fabrication of ventilation systems (this includes all the measurements and dimensions to make sure ventilation fittings will work prior to fabrication. He has been given the responsibility in the Norfolk location to do the shop sketching for the USS ** (CG 56), a critical aegis cruiser modernization job whose installation is being accomplished in Pearl Harbor, Hawaii. This includes programming of the duct fittings using information provided from Hawaii. He designed and utilized a computer data base for tracking the fabrication, inventory and shipment progress for all Hawaii bound material from the shop. The inventory of ventilation and parts is included in the shipment so that when material is sent to Hawaii, the Hawaii personal can open the box using the inventory listing with the parts

and locations to help with movement and placing of material. Additionally, this keeps a record of what was sent, the date and any other data necessary. He excels at multi-tasking which includes sketching the ventilation in Fan Rooms for the preheater upgrade ship alt on the USS ** while also taking care of the Hawaii material movement. Because of his maturity, attention to detail and intuitive management skills, he executes responsibilities traditionally given to much more senior employees.

Please respond with **SPECIFIC EXAMPLES** for each question.

Provide an example of creativity or innovation on the job:

He *developed and designed a computer db format that was put to use showing progress for fabrication and shipment of the ventilation ducting required to accomplish the All Electric ventilation modifications* at another location. This was very important due to a five hour time difference. This was his first job with full control of the programming and handling of the ventilation and came up with a plan to simplify the process. Shop Management is excited and looking forward to see him grow in his capabilities.

Provide an example of leadership, mentorship or role modeling:

(Note: This topic often results in more points and distinguishes future experts from the group)

His willingness to share what he has learned with his fellow apprentice is exceptional. He takes every opportunity to help others understand ship yard and shop specific processes. He is *an unselfish person in that he has no expectation for sharing what he knows with other employees other than improving their knowledge.*

Provide an example of how the person has been recognized by the company, customers or other organizations:

He has received 6 coins from various supervisory personnel. The coins represent a specific incident such as safety, productivity or integrity. Samples include recommending to Safety Department to apply non Skid on the gangway and stopping a worker from doing Hot work in an unsafe work location. He also *received three coins from his supervisor for completing expedited jobs under the estimate time.*

Provide an example of Professional Development achievements (i.e. certifications, training, specialized skills)

Certified Fire Watch, First Responder and CPR. Completed OSHA 10hr training. Has taken and completed several AutoCAD Courses. At his previous places of employment was certified Fork Lift Driver and certified to train other employees how to drive forklifts. Received class training in how to operate a KOMO Computerized Wood Router.

Provide an example of Community Leadership Achievements

Awarded Eagle Scout in the spring of 1994. Volunteer Fireman for the Bowen Illinois Fire Department from 2005 through 2007