

# James House Williamson Award

## NOMINATION FORMAT/CRITERIA

### FORMAT:

This consistent format will ease the process for the selection committee (the past five most recent winners) to evaluate the materials presented. The nomination can only be considered in this format.

When the nomination is received by the Awards and Scholarship Chair, it will be scanned for compliance. If the nomination does not meet the specified format and criteria, then the Awards and Scholarship Chair will contact the person making the nomination and describe the deficiencies. If the nomination is not re-submitted in the proper format within the designated time frame, the nomination will not be submitted to the committee. All nominations must be submitted with a cover letter giving the name of the nominating person or the organization making the nomination and a contact person with phone number to call if any discussion of the nomination is needed.

To simplify the work of the committee, the criteria for the nomination must be submitted by section, clearly labeled with the corresponding letter (i.e. A, B, C) with a labeled divider sheet. The first information in that section must be a summary sheet, listing briefly the facts covered in that section. This should be followed by more in-depth information on each item listed, in the sequence it is listed on the summary sheet, identified by the number that has been assigned to the item on the summary sheet.

Each item listed on the summary sheet must be documented (i.e. holding office(s) could be documented by letterhead, brochures, or other published items or minutes of meetings when elected; award/honors could be documented by facsimile copies of plaques, certificates, etc. and this documentation should be identified by item number and included as the last items in the pertinent section of the nomination packet. All supporting documents must be provided/scanned electronically and attached.

The properly completed nomination packages must be emailed to the Awards and Scholarship Chair by the published closing date of nominations or the nomination will not be considered.

### CRITERIA:

- A. **SERVICE TO EMPLOYER(S)** i.e. impact on the organizations(s) in which the nominee has been employed in one or more of the various phases of human resources. Included should be documentation of positions held with organization (s), plus documentation of leadership in the application of encouragement of acceptance of sound professional human resources management principles, plus any new, creative, or unique responses to unusual challenges in human resources management.  
**MAXIMUM POINTS FOR THIS SECTION: 10**
  
- B. **SERVICE TO HUMAN RESOURCES PROFESSION:** i.e. impact on the Human Resources profession. Included should be documentation of any legislative involvement including development, sponsorship, or promotion of progressive legislation strengthening the human resources profession. Also included should be

documentation of leadership and service in advancing the quality of human resource services and the profession of human resources management. **MAXIMUM POINTS FOR THIS SECTION: 10**

- C. **RECOGNITION:** i.e. documentation of honors received, offices Held in other than the local/state human resources organizations, published research or articles published, teaching/training activities for other than employer, or other recognitions or profession standing to include professional certifications related to one or more of the various phases of human resources. **MAXIMUM POINTS FOR THIS SECTION: 5**
- D. **CIVIC CONTRIBUTIONS:** i.e. significant honors and accomplishments, other than human resources related, that can be documented to show leadership and service to the nominee's community, the state, and the nation. **MAXIMUM POINTS FOR THIS SECTION: 5**
- E. **LOCAL HUMAN RESOURCES ORGANIZATION:** i.e. documentation of Offices held within the nominee's local HR organization, projects headed by the nominee or to which a significant contribution by this individual can be documented, committees chaired, etc. indicating leadership and service to the local organization by the nominee. **MAXIMUM POINTS FOR THIS SECTION: 10**
- F. **STATE/NATIONAL HUMAN RESOURCES ORGANIZATIONS:** i.e. documentation of offices held with THRC (or the old TIPC) and/or SHRM within the state organization, including committees on which the individual has served, in connection with state-wide conferences or other related activities of either or both organization, and documentation or any offices held in the national SHRM organization. Also included in this section would be presentations by nominee at conferences of either or both organizations. **MAXIMUM POINTS FOR THIS SECTION: 10**

**MAXIMUM TOTAL POINTS THAT CAN BE AWARDED AN INDIVIDUAL NOMINEE IS 50**