**NOMINATION FORM:**

**2023 REFUGE EMPLOYEE OF THE YEAR**

**The deadline for submission is Friday, March 17, 2023.**

Each year when the nominations are reviewed, we are always impressed that the National Wildlife Refuge System seems to bring out the best in everyone! The things that people do for Refuges all over the country are incredible and we appreciate the time that you are taking to tell others what your nominee has done to deserve an award.  Our reviewers have a tough job of selecting the top one in each category and that is always hard! That makes your job as a nominator critical to making sure that your nominee gets all the credit that they deserve.

We have found that many of the best-written nominations are group efforts, where several people work together on the application. Not only does this spread out the workload, but it also helps ensure that all the nominee’s accomplishments get included. Metrics are always helpful as well. We know that this will help your nomination. Just be certain that the same project/activity isn’t duplicated throughout the nomination form.

**Electronic nominations are required.**

Include any additional information that you feel would be helpful to the selection committee in their review of the specific evaluation categories.  Photos are okay but entire newsletters and brochures are discouraged. Endorsement letters that repeat material already covered without adding substance to the nomination are also discouraged.

To submit your nomination, please email the completed form to Debbie Harwood at [dharwood@refugeassociation.org](mailto:dharwood@refugeassociation.org). You will receive email confirmation that your nomination has been received.

Questions? Email [Debbie Harwood](mailto:dharwood@refugeassociation.org).

**NOMINATION FORM:**

**2023 Refuge Employee of the Year Award**

**The deadline for submission is Friday, March 17, 2023.**

This award recognizes outstanding work of the men and women employed by the NWRS. This award will be presented to a current refuge employee (other than a project leader) whose accomplishments in the evaluation categories outlined on the next page are judged to be the most outstanding of the candidates nominated. Because there many different disciplines in this category, the nominator must explain how the nominee exceeded their position description.

|  |  |
| --- | --- |
| Nominee Name: |  |
| Nominee Title: |  |
| Nominee’s Mailing Address: |  |
| Nominee’s Telephone Number: |  |
| Nominee’s Email Address: |  |
| Refuge: |  |
| Refuge Mailing Address: |  |
| Refuge Telephone Number: |  |
| Refuge Manager: |  |
| Refuge Manager’s Email Address: |  |
| **Nominated By** |  |
| Name: |  |
| Title/Relationship to Nominee: |  |
| Mailing Address: |  |
| Email Address: |  |
| Telephone Number: |  |
| Date: |  |

Please describe the accomplishments and attributes of the nominee in each of the following evaluation categories. It is important to describe how the nominee exceeded the position description and work standards for their position.

**Electronic nominations are required.**

***Nominations that do not follow the outline below will be returned.***

1. Commitment to conservation of our natural resources and refuge management that demonstrates:

a. Innovation.

b. Outstanding job performance.

2. Superior management and/or technical skills that have improved refuge management through:

(Address one or more of the following elements):

a. Positive wildlife response.

b. Cost savings/Increased efficiency.

c. Increase in the amount and/or quality of public participation.

3. Effectiveness in dealing with outside organizations and the public, as required by the nominee’s position description, to promote a cooperative relationship between the community and the refuge.

4. A background that has demonstrated personal dedication to the cause of wildlife conservation and the mission of the Refuge System.