

**North Carolina
International Personnel Management Association**

February 6, 2015

Dear Colleague:

On behalf of the Officers and Board of Directors of the **North Carolina Chapter of the International Personnel Management Association (NC-IPMA)**, I am pleased to solicit your nominations for the **2015 Annual Recognition Program**. The program recognizes excellence in the field of human resources as demonstrated by individuals and agency members. Nominations are now being received for the following award categories:

Lifetime Achievement Award - presented to an individual who has made significant accomplishments in the field of public human resource management over the length of their career.

Recognition Award - presented to member agencies (as a group, or to individuals) for introducing innovative and creative programs and for achieving high standards in select categories. Categories include:

- Staffing
- Classification and Compensation
- Benefits
- Training and Career Development
- Communication and Employee Relations
- Equal Employment Opportunity/Diversity

Past President's Award - presented to a Past President of NC-IPMA who has retired from public service and has made noteworthy accomplishments.

Myers Johnson New Member Award - presented to a new member for meritorious contributions and support to NC-IPMA during his/her first year of membership. This person will be acknowledged for their time, volunteer efforts, and willingness to help in a multitude of areas.

Entry forms and instructions are enclosed. You are encouraged to submit innovative ideas from your organizations for consideration and/or to recommend a colleague for recognition.

NC-IPMA will announce the awards at the March 2015 NC-IPMA Spring Conference in Asheville, NC. **We look forward to receiving your nominations, which must be received by Friday, March 6, 2015.** Please submit them to my attention: Brenda.Dixon@nc.gov . Upon receipt of your entry, you should receive a confirmation email. If not, please contact me to ensure that your information was received. If you have any questions, you may contact me at 919-807-4830.

Thank you for your time and consideration,

Brenda E. Dixon

Brenda E. Dixon, **SPHR**
NC-IPMA Recognitions Committee
NC-IPMA Board Member

North Carolina Chapter
International Personnel Management Association
Lifetime Achievement Award Program

(Instructions and Entry Form)

Note: Entries must be received no later than March 6, 2015.

Name of Individual You Wish to Nominate: _____

The Nominee's Employer: _____

*Are you a current member of NC-IPMA? Yes ___ No ___

Recognition Category: (Select one)

- Advancement of the Profession
- Leadership
- Service
- Time Requirement

In no more than five (5) pages of doubled-spaced typing, please describe and clearly detail the accomplishments and characteristics of the nominee that you believe justify consideration for the Lifetime Achievement Award.

Supplemental materials are attached: Yes ___ No ___

Signature of person making nomination

Date

Daytime Phone Number: _____

***A current member of NC-IPMA must nominate an individual. Please submit one copy of your entry to Brenda.Dixon@nc.gov.**

North Carolina Chapter
International Personnel Management Association
Recognition Awards Program

(Instructions and Entry Form)

Note: Entries must be received no later than March 31, 2014.

Name of Agency/Institution/Organization: _____

***Are you a current member of NC-IPMA:** Yes ___ No ___

Number of FTE permanent positions in your Personnel/Human Resources Department: _____

Entry Category:

- ___ Staffing
- ___ Classification/Compensation
- ___ Benefits/Safety/Risk Management
- ___ Training/Career Development
- ___ Communications/Employee Relations
- ___ Equal Employment Opportunity/ Diversity

Date of Project/Program Completion: _____

If project/program is not yet completed, briefly describe significant results to-date. Please give a brief description. _____

In no more than five (5) pages of double-spaced typing, please describe and clearly detail the following items, if appropriate:

- Project/ program objective(s)
- Project/program budget and finance
- Staffing levels and degree of involvement for program development, implementation and maintenance
- Project/program value - significance of results, immediate and long-term benefits
- Project/program innovation or uniqueness
- Project/program results
- Project/program adaptability
- Project/program efficiency - cost effectiveness, staffing, etc.
- Project/program contribution to Human Resources Management and image of agency/institution

Are you attaching any local news articles about the project/program, or brochures, etc., which help illustrate and provide an understanding of the written description? Yes ___ No ___

Signature / Date
Human Resources/Personnel Director

Signature / Date
Agency/Institution Head (Optional)

Phone: _____ **Email:** _____

***Entries are limited to agencies/institutions that have an employee as a member of NC- IPMA. A current member of NC-IPMA must nominate an individual. Please submit one copy of your entry to Brenda.Dixon@nc.gov.**

North Carolina Chapter
International Personnel Management Association
Myers Johnson New Member Award

(Instructions and Entry Form)

Note: Entries for this award must be received no later than March 6, 2015.

The individual chosen for this award will be recognized for their meritorious contributions and energy as a new member of NC-IPMA. This individual has graciously volunteered for a number of projects, is always eager to work for the good of the organization, willingly takes on tasks that others would prefer not to volunteer for, and is generally able to work well under pressure.

Name of Individual You Wish to Nominate: _____

The Nominee's Employer: _____

Is the Individual a Current Member of NC-IPMA: Yes ___ No ___

Please **describe your reasons** for nominating the individual identified above. You may include attachments, if necessary.

_____/_____
*** Printed Name/Signature of Individual Making the Nomination Date**

Your Daytime Phone Number: _____ Email: _____

***A current member of NC-IPMA must nominate the individual. Please submit one copy of your entry to Brenda.Dixon@nc.gov.**

North Carolina Chapter
International Personnel Management Association
Past President's Award

(Instructions and Entry Form)

Note: Entries must be received no later than March 6, 2015.

Name of Individual You Wish to Nominate: _____

The Nominee's Former Employer: _____

Nominee's Date of Retirement: _____

The above Nominee must meet both of the following criteria:

- Served the full term as NC-IPMA President, unless there was an unforeseen circumstance that prevented their serving the full term; and
- Retired from public service in North Carolina.

In no more than two (2) pages of doubled-spaced typing, please describe, in detail, any accomplishments and/or outstanding characteristics of the nominee that you believe deserves consideration for the Past President's Award.

Supplemental materials are attached: Yes ___ No ___

Printed Name/Signature of person making nomination Date

Your Daytime Phone Number: _____ Email: _____

***A current member of NC-IPMA must nominate an individual. Please submit one copy of your entry to Brenda.Dixon@nc.gov.**