

## PUBLIC WORKS LEADER OF THE YEAR AWARD SUPPORTING DATA FORM

**Deadline February 28, 2023 at 5 p.m. EST**  
(only electronic submittals accepted)

Please complete the requirements listed below limiting submittal to 12 pages. In addition to the directions on this page, please read the criteria page.

**Candidate:**

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**Title:**

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**Agency/Organization/Company:**

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Please indicate the category under which the candidate's agency/organization/company falls:

- Municipality
- County/Special District
- State/Federal/Military
- Private Sector

Address the following areas in supporting documentation limiting submittal to 12 pages. Nominations must adhere to the sequence below:

**Employment Record:** Briefly list all employment positions, dates of each position and description of responsibilities. Begin with current employment and include consulting work.

**Job-Related Technical and Managerial Accomplishments:** Describe all major achievements and accomplishments. State specific role in each. Include innovations in technical and/or managerial fields. Describe your commitment to advancing other people in career and profession. NOTE: This section weighs most heavily in the judging process.

**Initial and Lifelong Education:** Include colleges and universities attended, dates of attendance, majors and degrees received. List attendance at professional institutes and on-the-job training.

**Publications and/or Presentations:** List any published articles and/or papers delivered at professional meetings.

**Professional Involvement:** List organizations, activities and offices held.

**Community Service:** List organizations, activities and offices held.

**Awards:** List educational, professional and civic awards. Include recognition for public service.

### Directions

Nominations should be limited to no more than 12 pages. The 12 pages do not include a letter of introduction from the nominator or the nomination form and the supporting data form and any letters of recommendation, which should be limited to six.

If submission has a letter of introduction (maximum of 2 pages), it should be placed in front of the nomination. Submittal should address the areas outlined above in the sequence stated. Letters of recommendation will be accepted provided each letter cites specific examples of professional involvement with the nominee. Letters will not be accepted after the nomination deadline.

Any examples such as publication articles, newspaper clippings, photos of awards, etc. count toward the 12 page limit. Only the Nomination Form, Introduction Letter, Supporting Data Form and 6 letters of recommendation are not counted as part of the 12 page limitation.