



2015  
Employment  
Conference

*Awarding*

*Employment  
Success*

*and*

*Service  
Excellence*



# OK-APSE Call for Nominations

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Each year Oklahoma APSE promotes **EMPLOYMENT SUCCESS** for workers with disabilities and **SUPPORT EXCELLENCE** for professionals and employers through a state-wide award program. An Award Ceremony honoring the winners will be held at the Employment Conference on **June 28<sup>th</sup>** at the Moore Norman Technology Center.

**Do you know...**

- ...an Individual with disabilities who has overcome barriers to work in their community?
- ...a Job Coach who demonstrates a strong ethic of providing quality services?
- ...an Employment Consultant who works tirelessly to help individuals with disabilities realize their dreams?
- ...an Employer that hires and respects employees with disabilities for their productivity?

If you answered YES to any of the above questions, take this opportunity to nominate and honor those who have demonstrated "Employment Success" or "Support Excellence".

Four winners will be selected from each of the following categories:  
**COMMUNITY EMPLOYMENT:** An Individual with a Disability  
**DIRECT SERVICE STAFF:** Employment Consultant or Job Coach  
**ORGANIZATION:** Employer

**Nominations must be received by  
June 5, 2017 to be considered eligible.**

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Nominations forms can be completed and submitted online. To access the site, copy and paste one of the addresses below into your web-browser.

<https://www.surveymonkey.com/r/2017EmployerNomination>  
<https://www.surveymonkey.com/r/2017DirectServiceStaff>  
<https://www.surveymonkey.com/r/2017CommunityEmployment>

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Mail/Fax/Email non-electronic forms to: Melissa Gituma  
c/o Department of Human Services  
Post Office Box 25352, Oklahoma City, OK 73125  
• 405-522-5167 • Email- [Melissa.Gituma@okdhs.org](mailto:Melissa.Gituma@okdhs.org)



## Tips on how to create a winning nomination!

Tips document is available online at:

<https://www.surveymonkey.com/r/2017WritingTips>

***Identify a worthy nominee*** – This is a great opportunity for you to show your gratitude for someone who has set the example. It's also a great way to show your community great things that are happening in your town. Look around and consider who is really making a positive difference related to community employment. Maybe, there is someone who's been overlooked. Pick only one nominee per category to support and for whom to write a nomination.

***Put some time and effort into uncovering the facts*** - Do some research. Set aside some time and don't procrastinate. Ask questions of others who know and work with the nominee. How many years has the nominee worked or contributed? Give titles, duties, promotions, people's quotes. Show improvement, knowledge gained, express success.

***Answer the questions using facts and related story examples*** - Be specific. State your facts. Then say "why" the facts are important. Give examples in story form to "illustrate" the importance of your nominee's contributions to community employment.

***Include something unique about your nominee in the employment arena*** – Illustrate in words why your nominee is deserving of the award. What makes your nominee the best in Oklahoma; in what they do and how they do it?

***Keep in mind - the award committee only knows what you include in your nomination*** - Paint a picture of your nominee using words. Include the "who, what, when, where and why" in your nomination so the award committee members can get a true sense of your nominees work and significance. Details are a plus.

***Type your answers and attach them to a completed nomination form*** - Make your nomination look professional. Appearances aren't part of the award criteria but they do count. Something difficult to read or understand will certainly not help your nominee.

***Follow up*** - Follow up to make sure your nomination is received after being sent. Should your nominee be a winner, follow up to make sure they know they've won and that their friends and family know as well. Make sure they register for the Conference and get to the Awards Luncheon. Take pictures at the event and submit them to your local newspaper.



## ***NOMINATION COVER SHEET*** **COMMUNITY EMPLOYMENT**

(USE SEPARATE NOMINATION COVER SHEET FOR EACH PERSON YOU ARE NOMINATING)

### **Supported Worker (Individual with a Disability)**

**Eligibility and Selection Criteria:** Nominee is an individual with disabilities and is currently employed in an integrated community job for at least 6 months. There has been an improvement in the worker's quality of life since community employment began. Nominee must not have received the award within the past 3 years.

### **Information About the Person You are Nominating:**

Name of Nominee:

Address:

Phone Number: (\_\_\_\_)

City:

Email:

### **Information About You, the Nominator:**

Name:

Address:

Phone Number: (\_\_\_\_)

City:

Email:

### **Attach answers to the following questions on a separate sheet of paper:**

- 1) How has the nominee demonstrated outstanding job performance?
- 2) Have the nominee's job duties increased? If yes, give specific examples.
- 3) How has the nominee's life improved as a result of working? Give specific examples of how the nominee's life has changed.
- 4) Why is the job rewarding to the worker?
- 5) How long has the nominee worked at this job? Is this a full-time or part-time job?
- 6) Has the nominee achieved full independence on the job? How much job coaching support does the worker receive? What type of natural support does the worker receive from the workplace?
- 7) What community activities is the nominee involved in out-side of the workplace?

**Nominations must be received by June 5, 2017 deadline to be considered eligible.**

**MAIL / FAX / EMAIL COMPLETED FORMS TO:** Melissa Gituma  
c/o Department of Human Services

Post Office Box 25352, Oklahoma City, OK 73125

● 405-522-5167 ● Email- [Melissa.Gituma@okdhs.org](mailto:Melissa.Gituma@okdhs.org)



***NOMINATION COVER SHEET***  
**DIRECT SERVICE STAFF**

(USE SEPARATE COVER SHEET FOR EACH PERSON YOU ARE NOMINATING)

**Employment Consultant or Job Coach**

**Eligibility and Selection Criteria:** Nominee must have been a certified Employment Consultant or Job Coach providing individualized, integrated employment support in the community for 1 year or longer. They have demonstrated professionalism, commitment to quality services and leadership. Nominee must not have received the award within the past 3 years.

**Information About the Person You are Nominating:**

Name of Nominee:

Address:

Phone Number: (\_\_\_\_)

City:

Email:

**Information About You, the Nominator:**

Name:

Address:

Phone Number: (\_\_\_\_)

City:

Email:

**Attach answers to the following questions on a separate sheet of paper:**

- 1) How has the nominee demonstrated professionalism and leadership among peers, employers and workers with disabilities, their family members and service team?
- 2) What innovative approaches has the nominee employed to assist job seekers in meeting their career goals?
- 3) How has the nominee demonstrated commitment to the concepts of self-directed employment services for individuals with disabilities?
- 4) Give additional examples of how the nominee has shown "service excellence" in providing employment support for workers with disabilities.

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**NOMINATION COVER SHEET**  
**EMPLOYER**

**(USE SEPARATE COVER SHEET FOR EACH PERSON YOU ARE NOMINATING)**

**QUALIFICATION:** AN EMPLOYER (has employed an individual with disabilities for 1 year or more)

**Eligibility and Selection Criteria:** The employer has been working with a DDS Integrated Employment Service Agency or Community Rehabilitation Provider for at least 1 year or longer. The employer has successfully hired individuals with disabilities and currently has at least (1) individual from your agency in their employ. The employer has demonstrated professionalism and commitment to quality services and support. The employer must 'not' have received this award within the past 3 years.

**Information About the Person You are Nominating:**

Name of Nominee:

Address:

Phone Number: (\_\_\_\_)

City:

Email:

**Information About You, the Nominator:**

Name:

Address:

Phone Number: (\_\_\_\_)

City:

Email:

**Attach answers to the following questions on a separate sheet of paper:**

- 1) How has the employer demonstrated change within the business/organization to ensure the individual with disabilities is fully integrated into the workplace and its culture?
- 2) What innovative approaches has the employer accomplished to assist individuals with disabilities in meeting their career goals?
- 3) Give additional examples of how the employer has shown "service excellence" in providing employment support for workers with disabilities.

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