**Employee of the Year**

**Award Objective**

To recognize outstanding contributions toward achieving the mission of the Department of Lands by employees and continuous service to the Department, the endowments, and the citizens of Idaho.

**Process to Nominate Candidates**

* Operations Chiefs, Area Managers, Bureau Chiefs and Executive Staff may make nominations with the goal of recognizing our foundational workforce.
* Employees are welcome to suggest nominees to their Operations Chief, Area Manager or Bureau Chief. These leaders are encouraged to discuss with their teams the characteristics and qualities we value in the Department of Lands and to facilitate recommendations for nominations from their staff.
* All full and part-time, permanent employees are eligible to be nominated to receive this award with the exception of the Director and members of the Executive Staff.
* The Executive Team will select the one (1) Employee of the Year AND up to four (4) additional award winners based on their contributions to the individual IDL values.

**Criteria**

The criteria for consideration for this award are service and job performance that goes beyond the normal day-to-day expectations of an employee’s position and in alignment with our IDL values. Employee contributions should be recognized for performance that embodies the organizational values as described below.

* **Stewardship** - By making decisions and taking actions that positively affect long-term financial returns for the trust beneficiaries and enhance the health and resilience of Idaho’s natural resources.
* **Service** - By providing exemplary service and delivering programs with professionalism and integrity to both internal and external customers.
* **Accountability** - By investing in and having an organizational culture and framework that equips, entrusts, and expects employees to make decisions and get things done.
* **Cohesiveness** - By working as a unified organization in which all employees participate in constructive communication to fully meet our mission.
* **Quality Contributions -** Demonstrates a high level of competence in the various aspects of one’s position. Approaches responsibilities and issues thoroughly. Proactively addresses issues using creative problem solving in identifying alternatives, analyzing pros and cons and providing mission centered solutions.

**Employee of the Year**

**Nomination Form**

**Nomination Process**

All nominations must be submitted by *April 5, 2023*. Please submit nominations to Bill Haagenson at whaagenson@idl.idaho.gov. Thank you for your thoughtful consideration of others in this recognition process.

**Name of Nominee:**

**Position of Nominee:**

**Explanation of Nomination:**

Please provide a thoughtful nomination statement of why you are nominating this employee to be recognized as Employee of the Year. Your narrative should convey how the organizational values are reflected in this employee’s performance. You should choose the most relevant IDL value (please choose one to focus on) and provide relevant examples of accomplishments and contributions that set your nominee apart as an outstanding employee.

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**Your Name:**

**Date Submitted:**