



Orange County Classified School Employee of the Year



2019 Nomination Instructions

Candidate Eligibility

1. Current employee in a public preschool through grade twelve school, including charter schools, districts, or county offices of education
2. Rank and file employee, not management or supervisory position
3. Minimum of **five** years of service in nomination category; no minimum full-time equivalent
4. May not have been previously nominated as an Orange County Classified School Employee of the Year; candidates can only be nominated once (per category) in their career

Downloadable Nomination Forms

For your convenience, the *District Cover Sheet*, *Nominee Information* form, and 2019 *Nominee Recommendation* Forms are available as “fill-in forms” on the Classified School Employee of the Year (CSEY) website at www.ocde.us/csey.

The fill-in forms must be downloaded and saved to a folder or your desktop before data entry begins. The forms are locked so that the content, type, size, and spacing may not be altered. The forms contain text and numeric fields that appear as small gray boxes for data entry. Use the TAB key to advance from field to field. Use the SHIFT+TAB keys to go back to the previous field. You may also use the mouse to select a field.

Nominee Information Form

The one-page *Candidate Information* form collects the nominee’s classified staff category, contact information, and supervisor’s contact information. The nominee’s signature certifies that the content of the application is complete and accurate.

Nominee Recommendation Form

The essence of the nomination is a set of three *Nominee Recommendation* forms that should document the qualities and performance of the candidate that make them an exemplary classified employee.

Nominee Recommendation Forms can be from the superintendent, a county or district administrator, school principal, supervisor, colleague, student, parent, employee organization officer, or civic leader. At least one nominee recommendation should be from a superintendent, a county or district administrator, or supervisor.

The content of the nominee recommendation should focus on how the nominee goes above and beyond in the areas of work performance; school community involvement; and leadership and commitment. **Each nominee recommendation is limited to three pages.**



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Formatting and Assembling the Candidate Nomination Packages

Components

Each candidate application must include:

- The completed *Nominee Information* form
- Set of three (3) *Nominee Recommendation* forms per candidate

Candidate applications must not include any other materials, such as portfolios, photos, or press clippings.

Paper, Spacing, and Fonts

All parts of the candidate application must adhere to the following formatting standards, including the nominee recommendation forms:

- Typewritten
- 12 point Arial font
- Margins of at least $\frac{3}{4}$ inch on right, left, top, and bottom
- Printed on standard weight, 8½" by 11" white paper

Printed Copies

Each candidate nomination package (*Nominee Information* form and three *Nominee Recommendation* forms) should contain:

- One original, printed single-sided
- Additional five (5) copies, printed back-to-back

The original and copies must be durably stapled in the upper left-hand corner, not paper clipped or rubber banded. They must not have decorative covers or bindings.