



Bill de Blasio  
Mayor

Department of Citywide  
Administrative Services

Lisette Camilo  
Commissioner



Clinton W. Blume III  
President

THE HUNDRED YEAR ASSOCIATION OF NEW YORK

2019 ISAAC LIBERMAN PUBLIC SERVICE AWARDS NOMINATION FORM\*

The Hundred Year Association of New York is comprised of companies, religious institutions, and not-for-profit organizations over 100 years old. The Association recognizes outstanding New York City career civil service employees who have distinguished themselves in the performance of their daily work.

**ELIGIBILITY:** All permanent civil service employees of the City of New York in a position with a current salary which does not exceed \$90,000 per annum.

**I. NOMINEE INFORMATION**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Agency \_\_\_\_\_  
Agency Address \_\_\_\_\_ Zip Code \_\_\_\_\_  
Home Address \_\_\_\_\_ Zip Code \_\_\_\_\_  
Telephone #: Work \_\_\_\_\_ Home \_\_\_\_\_ Cell \_\_\_\_\_  
E-mail Address: Work \_\_\_\_\_ Home \_\_\_\_\_  
Current Job Title \_\_\_\_\_ Salary \_\_\_\_\_  
Date Entered City Service \_\_\_\_\_ Soc. Sec. # \_\_\_\_\_

[SS#s may be replaced with Reference Numbers for nominations ONLY. SS#s are required if candidates become finalists.]

**II. PERSON AND AGENCY MAKING NOMINATION**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Title \_\_\_\_\_  
Agency \_\_\_\_\_ Agency Address \_\_\_\_\_  
Relationship to Nominee \_\_\_\_\_ Length of Relationship: \_\_\_\_\_ Telephone # \_\_\_\_\_

**Select one (required):** Please check one category below that best fits the candidate's nomination. (Descriptions of each category are included on the next page. Employees can be nominated in only one category.)

Category A: \_\_\_ Category B: \_\_\_ Category C: \_\_\_

**III. REPRESENTATIVE OF AGENCY OR ORGANIZATION TO BE CONTACTED, IF NEEDED**

Name (Last, First) \_\_\_\_\_ Title \_\_\_\_\_ Agency \_\_\_\_\_  
Address \_\_\_\_\_ Telephone # \_\_\_\_\_

**IV. COMMISSIONER OR AGENCY HEAD ENDORSEMENT**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_  
Title \_\_\_\_\_ Telephone # \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

**\*NOTE:** Nominations are not complete unless this form is endorsed by an Agency Commissioner or Head, all the information requested is provided, and accompanies an essay that describes how the nominee's accomplishments were exhibited in one of the above categories, including specific examples of: *Value/Significance, Impact, Leadership, and Innovation.*

## INFORMATION AND INSTRUCTIONS

Please send the completed application, including attachments, to: The Hundred Year Association Awards Programs, Department of Citywide Administrative Services (DCAS), The David N. Dinkins Municipal Building, 1 Centre Street, 24<sup>th</sup> Floor South, Room 2445, New York, New York 10007.

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### **I. HOW NOMINATIONS WILL BE JUDGED**

Nominations will be reviewed and finalists selected by an *Awards Committee* comprised of representatives from various agencies across the City, the *Hundred Year Association Awards Selection Committee*, and DCAS. Merit for awards finalists will also be based on in-person, face-to-face interviews with the Selection Committee. Essays should focus on one (1) of the following outcomes of a candidate's work efforts. Specifically, essays must explain how the achievements for which a candidate is being nominated has:

- CATEGORY A.** Measurably improved the efficiency and quality of service to New York City residents and workers; OR
- CATEGORY B.** Significantly enhanced the prestige of the City in the eyes of the public; OR
- CATEGORY C.** Made things better by going *significantly* beyond what is expected based on the candidate's current job description.

Please "back-up" or prove any assertion made in your essay with specific examples and evidence.

### **II. INFORMATION ABOUT THE ESSAY**

Essays should be written on separate sheets of 8 ½ x 11 paper (white) and submitted with a complete nomination form.

1. **Describe the nominee's current job responsibilities.** (Please provide enough detail in your explanation so that the employee's duties and responsibilities can be clearly understood by someone who may be unfamiliar with your agency and/or the nominee's job.)
2. **Start with a clear statement of support for the employee's nomination.** Declare support for the candidate and briefly explain why you chose the Isaac Liberman Public Service Award as the way to recognize the employee's contributions.
3. **Describe in detail how the candidate's performance results in outcome/category (A or B or C) selected above.** Keep in mind that awards are competitive. Therefore, essays should be persuasive and compelling. Feel free to include as much information and supporting documentation to make a good case that the nominee deserves to be honored. In addition, all essays also should include specific examples of how the employee's performance was of value/significant, had an impact on the department, agency and/or the City, demonstrated the nominee's leadership effectiveness, and was unique or innovative. Depending on selected category (A or B or C), essays also may include explanations of work nominees have done in the community that have made a difference for workers and residents.
4. **Describe any awards (work or community)/forms of recognition that the candidate has received that bolster the nomination.** Attach any relevant newspaper articles or relevant documentation that explain the recognition (Please include the names of local newspapers and other forms of publicity that may have referenced the nominee's accomplishments).
5. **In support of the nominee**, the Agency Commissioner or Agency Head also may provide additional comments about the employee's performance.
6. All nominations must be signed by the Commissioner or Agency Head to be considered.

## HOW TO WRITE A NOMINATION

### **Who Deserves An Award?**

The Isaac Liberman Public Service Award recognizes and celebrates outstanding Citywide achievements. There are always fewer awards than employees who deserve them and because they are rare, Public Service Awards should be reserved for employees whose solid, practical dedication and achievements have:

- Measurably improved the efficiency and quality of service to New York City residents and workers
- Significantly enhanced the prestige of the City in the eyes of the public
- Made things better by going *significantly* beyond what is expected based on the candidate's current job description.

If you think your nominee demonstrates one (1) of the above accomplishments and that their contributions stand-out from other City employee's, please consider nominating them for a Public Service Award.

### **How Do I Write a Nomination?**

The most important thing is to provide evidence (examples) of what the nominees have done and how they've made things better.

There isn't a 'right way' or a 'wrong way' to write a nomination, and there also is no 'right length'. Every nomination is different and is treated as such upon evaluation. But, your nomination must tell the story of what your candidate has done.

Give examples of how the nominees have demonstrated outstanding quality. In every available awards Category (A or B or C), show that whatever your candidate has done:

- **Is Valuable/Significant**

A good nomination should describe as vividly and precisely as possible the difference the nominee's contribution has made to the work unit, the agency and/or the City. A frequent complaint is that the person recommended is "doing no more than their job" or "doing nothing that stands out". Your nomination should describe what is special about the candidate's achievements.

- **Has Had An Impact**

Try to answer the questions: 1) How were things before? 2) How are they now?

- **Shows Leadership**

Try to answer the questions: 1) What makes your candidate different from others doing the same thing? 2) How has the candidate earned the respect of peers and become a role model?

- **Is Unique or Innovative**

Try to answer the question: How has the candidate's creative problem-solving and unique skills, perhaps against the odds, sustained achievement which required vision or the ability to make tough choices or determined application and hard work.

Finally, do not be afraid of using superlatives - awards exist specifically to recognize superlative achievement. But, remember that superlatives without explanation are just 'hot air'. Take care always to support any assertions with specific, descriptive evidence or examples. Do not just say that an achievement has had a widespread effect; rather, describe what that effect has been along with how and why it has been important.

## What Shouldn't I do?

As previously stated, there is no 'wrong' way to write a nomination for an Isaac Liberman Public Service Award. But, it should be remembered that the *Awards Committee* judges a candidate's merit on the information about performance that is provided to them. A good nomination is the foundation for that. Therefore, only the strongest candidates should be put forth for nomination from your agency.

A good nomination makes a good case for recognizing an employee's accomplishments. Nominations for an award should not be:

- Substitutes or replacements for an inability to reward an employee financially.
- Reward employees for merely "doing the job for which they were hired". At the end of the day, every employee should provide excellent customer service. However, nominees for awards should consistently go 'above and beyond' what is required on their job.
- Rewards for tenure or length of service. It is better to seek out more appropriate ways to recognize these types of milestones.

Public Service Awards nominations are best written by people who know the nominee. They must be able to talk about what the candidate has done from first-hand experience.