



**KENTUCKY ASSOCIATION  
OF MANUFACTURERS**

# EMPLOYEE OF THE YEAR AWARDS

Presented by:



## About KAM

Established in 1911, the Kentucky Association of Manufacturers is the Commonwealth's only trade association solely dedicated to the manufacturing industry. KAM's mission is to enhance the competitiveness of manufacturers by shaping a legislative and regulatory environment conducive to economic growth, and to increase understanding among policy makers, the media and the general public about the importance of manufacturing to America's economy.

## **KENTUCKY MANUFACTURING EMPLOYEE OF THE YEAR AWARDS 2007 NOMINATION PACKAGE**

## Purpose

Kentucky manufacturing employees make a positive impact on the social and economic quality of life in our Commonwealth. Far too often, these important contributions go unnoticed or unappreciated. The KAM Manufacturing Employee of the Year Awards were created to focus attention on the important contributions manufacturing employees their employers, customers and communities. The awards showcase innovation, teamwork, community service and leadership contributions made by Kentucky manufacturing employees to enhance the prosperity of the Commonwealth.

## Eligibility

Any full-time manufacturing employee working in Kentucky may be nominated. Self-nominations are encouraged.

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## Criteria

A panel of distinguished judges, representing industry, educational institutions and economic development organizations will review each nomination and select the winners. KAM will coordinate the judging based on the criteria listed below. Each of the four criterion will be weighted 25 percent.

### **Innovation**

Does the nominee regularly contribute creative ideas and suggestions that help improve productivity, workflow, efficiency, profitability, or enhance the overall success of the enterprise?

### **Teamwork**

Does the nominee regularly help and work with fellow employees without being asked; eagerly take part in group or team projects; and think of others and the needs of the enterprise before thinking of self?

### **Community Service**

Outside of work, does the nominee engage in some form of “giving back” to the community such as volunteerism, coaching, local government, civic activities or other forms of altruism?

### **Leadership**

Does the nominee serve as a “role model” for other employees in demonstrating high integrity, ethical behavior, exceptional work habits, a strong work ethic and strong character?

The judges will determine winners based on the content and quality of the completed nomination forms. The submission of additional information about the nominee, such as letters of commendation, examples of work, etc. are encouraged.

## Award

One employee will be awarded from each category listed below:

Small: 1 to 100 Kentucky-based Employees

Midsized: 101 to 300 Kentucky-based Employees

Large: 301 or more Kentucky-based Employees

**Note: An employee cannot win the award if his/her company wins a Manufacturer of the Year Award in the same year.**

## Award Event

The 2007 Kentucky Manufacturing Employee of the Year Awards winners will be announced on November 2, 2007 during KAM's Annual Meeting and Awards Luncheon at the Galt House in Louisville. A custom-designed award, as well as a \$500 cash prize, will be presented to each of the winners. The award winners will be announced to the statewide media and in a special edition of *The Goods*, KAM's official newsletter that is distributed to more than 10,000 business leaders and thousands of manufacturing employees across Kentucky.

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## **Deadline**

All nominations must be received by mail on or before August 31, 2007.

## **Confidentiality**

All nomination packages and supporting information will be kept in the strictest confidence and will not be released outside KAM.

## **Information**

For more information, contact Sharon Fincel at (800) 745-3144 or [s.fincel@KAManufacturers.com](mailto:s.fincel@KAManufacturers.com).



## KENTUCKY MANUFACTURING EMPLOYEE OF THE YEAR 2007 NOMINATION FORM

Presented by:



### 1. Nominee

Nominee Category: Small ( $\leq 100$ ) \_\_\_\_\_ Midsize (101 – 300) \_\_\_\_\_ Large (301+) \_\_\_\_\_

# of Employees (average annual full-time) \_\_\_\_\_ KY-based employees \_\_\_\_\_

Employee's Name \_\_\_\_\_

Job Title or Position \_\_\_\_\_

Employee's Phone Number (Daytime) \_\_\_\_\_

Employee's E-mail Address \_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Type of Business \_\_\_\_\_

Company Web Site \_\_\_\_\_

Supervisor's Name/Title \_\_\_\_\_

Supervisor's Key Contact Phone Number \_\_\_\_\_

*(more)*

## 2. Nominator

Name \_\_\_\_\_

Title/Firm Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number \_\_\_\_\_ Fax \_\_\_\_\_

E-mail Address \_\_\_\_\_

Does the employee know you nominated him/her for this award? Yes \_\_\_\_\_ No \_\_\_\_\_

May we disclose your name? Yes \_\_\_\_\_ No \_\_\_\_\_

Please submit a written description demonstrating how the nominee meets or exceeds the award criteria. Please provide as many details as possible. Supplemental materials such as photos, letters from supervisors, in-house articles, reports, letters from peers, and news clips are welcome. A simple, straightforward nomination that includes complete information on each criterion is essential in order to receive maximum scores. When considering the criteria, it may be helpful to ask yourself, "What would I want to know if I were a judge?"

## 3. Employee Profile

What job function or role does the employee have in his/her current job? How long has the employee worked for his/her current employer? Provide a brief work history (past employers, jobs) of the employee (attach a career resume, if available). Provide information, if available, on education/training, other awards or recognition the employee has received.

## 4. Criteria

Using all of the following criteria, fully describe why the nominee should be awarded the Kentucky Manufacturing Employee of the Year:

- a) 25% - Innovation – Presenting new ideas and helpful suggestions.  
Describe creative ideas and suggestions that this employee has contributed that have helped improve productivity, workflow, efficiency, profitability, or enhanced the overall success of the enterprise. Include unique or innovative product designs/processes or ideas that helped improve quality or produce low defect rates, etc.
- b) 25% - Teamwork – Working well with others to solve problems.  
Describe how this employee consistently helps and works with fellow employees without being asked; eagerly takes part in group or team projects; and thinks of others and the needs of the enterprise before thinking of self. Give specific examples.

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- c) 25% - Community Service – Volunteering time and/or other resources to give something back to the community.

Describe how this employee, outside of work, engages in some form of “giving back” to the community such as volunteerism, coaching, local government, schools, civic activities or other forms of altruism. List past and current activities that support the nomination.

- d) 25% - Leadership – Setting a good example or being a positive role model for other employees

Describe how this employee demonstrates high integrity, ethical behavior, exceptional work habits, a strong work ethic and strong character that influence his or her fellow employees. Give specific examples.

Please send your nomination to:  
**AWARDS COMMITTEE, KAM**  
**2303 GREENE WAY**  
**LOUISVILLE, KY 40220**  
**(FAX) 800-750-0185**