

**SAMPLE HIGH SCORING NOMINATION:** This sample is provided as a demonstration that judges score nominees with specific details of performance, achievements, and above average results higher than more general statements.



**Virginia Ship Repair Foundation**  
**SAMPLE JUNIOR TRADESPERSON OF THE YEAR**  
*(Less than five years in trade)*

**SAMPLE NOMINATION FORM**

**Only ONE Jr. Nominee per company. INCOMPLETE NOMINATIONS WILL NOT BE CONSIDERED.**

Company Submitting Nomination: \_\_\_\_\_SAMPLE\_\_\_\_\_ VSRA Member? **YES\_X\_** NO \_\_\_

Nominee's Name: \_\_\_\_\_

Nominee's Trade Area: \_\_\_\_\_ Less than 5 years in trade? **YES\_X\_** NO \_\_\_

**(Note: This is total experience regardless of company affiliation)**

**Please list the last three employments with company name, job title, and duration of employment:**

	Company	Job Title	Duration of Employment: Month/Year
1.	Shipyards A	Production Worker / Asst. Supervisor	April 2022-Current
2.	Shipyards A	Production Worker / Machine Operator Delivery Driver	April 2019-April 2022
3.	Shipyards B	Sheet Metal Apprentice	November 2018-April 2019

Nominee's Current Job Title: \_\_\_\_\_

Nominee's Telephone Number: \_\_\_\_\_

Nominator's Name: \_\_\_\_\_

Nominator's Job Title: \_\_\_\_\_

Nominator's Telephone Number: \_\_\_\_\_

Email: \_\_\_\_\_

You may submit your nomination in one of three ways: email, fax, or mail. Send to: Carina Phillips at [cphillips@VirginiaShipRepair.org](mailto:cphillips@VirginiaShipRepair.org); fax 757.233.7035 or mail: 101 W Main St, Ste 5500 Norfolk, VA 23510. **Please submit your typewritten nomination entry, along with this form by \*\*\*\*\* at 5:00 p.m. NO EXTENSIONS will be made on the deadline!** If you have any questions, please contact the Nomination Review Coordinator: Carina Phillips at [cphillips@VirginiaShipRepair.org](mailto:cphillips@VirginiaShipRepair.org)

1. Please **COMMENT** on performance for each standard.

1. Demonstrates proficiency in area of expertise.	<b>Nominee</b> retains work processes and information learned, applying them to on-the-job situations typical of much more senior employees. <b>Nominee</b> needs minimal supervision and most often do work on <b>their</b> own. The <b>nominee</b> has shown <b>they</b> can evaluate situations and make sound decisions, demonstrating that <b>they</b> are an outstanding problem solver. <b>Nominees'</b> performance and productivity are outstanding in all endeavors!
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2. Consistently performs at the highest level of quality.	Despite being new to <b>their</b> trade and only an apprentice, <b>they</b> have already developed exceptional technical skill and is accuracy in all process.
3. Consistently shares expertise with less experienced co-workers.	<b>Nominee</b> always approaches jobs with a positive attitude and is always <i>willing to pass on <b>their</b> learned experiences to the other apprentices</i> , helping them better understand shipyard processes, increasing their job productivity.
4. Mentors less experienced workers on career development plans.	<b>Nominee</b> readily <i>passes down information that <b>they</b> had learned from more experienced personnel to those with less experience</i> . <b>Nominee</b> does not hold <b>their</b> learning experience back from others; <b>their</b> attitude is not just to look out for <b>their</b> own interest but for the interest of other fellow employees.
5. Shares feedback on improvements with leadership.	<b>Nominee</b> has an admirable level of cooperation with leadership and management. <b>They</b> are always positive and proactive. <b>Nominee</b> is an exuberant team player who <i>comes up with ideas to improve processes and safety</i> .
6. Seeks training and improvement opportunities to enhance trade and operational expertise.	<b>Nominee</b> is willing to learn and always seeks opportunities to expand <b>their</b> ever-growing knowledge base. The more experience <b>they</b> have, the better <b>they</b> like it. Always willing and seeking to accept new challenges.
7. Maintains an exemplary safety record.	<b>Nominee</b> has an <i>exceptional safety record with zero job related injuries during <b>their</b> employment</i> . <b>Nominee</b> works in a safe manner and helps resolve unsafe working conditions anytime <b>they</b> encounter it. <b>Their</b> efforts have <i>resulted in <b>nominee</b> receiving two safety coins</i> from the safety department and a \$500 safety incentive bonus.
8. Instills safe working practices in co-workers/team.	<b>Nominee</b> was awarded a safety coin for informing the Safety Department about potential slip hazards in the workplace and exposed gasket issues that were both immediately taken on board as lessons learned and used for process improvement.

**CRITERION I. PROFESSIONAL REPRESENTATION OF THE SHIP REPAIR INDUSTRY**

**NOTE: This is the most important part of the scoring! You must describe how this nominee has EXCELLED in their field.**

*Briefly describe how the nominee demonstrates proficiency and excellence in their job:*

**Nominee** has an exceptional ability to retain work process and information. **Nominee** consistently works on **their** own as an apprentice (something that very few apprentices earn the trust of management to do). They currently work in our Sketch Room, which includes but is not limited to performing ship checks, sketching, and programming fittings for fabrication of ventilation systems (this includes all the measurements and dimensions to make sure ventilation fittings will work prior to fabrication. **They** have been given the responsibility in the Norfolk location to do the shop sketching for the USS \*\* (CG 56), a critical aegis cruiser modernization job whose installation is being accomplished in Pearl Harbor, Hawaii. This includes programming of the duct fittings using information provided from Hawaii. **They** designed and utilized a computer database for tracking the fabrication, inventory, and shipment progress for all Hawaii bound material from the shop. The inventory of ventilation and parts is included in the shipment so that

when material is sent to Hawaii, the Hawaii personnel can open the box using the inventory listing with the parts and locations to help with movement and placing of material. Additionally, this keeps a record of what was sent, the date and any other data necessary. **Nominee** excels at multi-tasking which includes sketching the ventilation in Fan Rooms for the preheater upgrade ship alt on the USS \*\* while also taking care of the Hawaii material movement. Because of **their** maturity, attention to detail and intuitive management skills, **they** execute responsibilities traditionally given to much more senior employees.

Please respond with **SPECIFIC EXAMPLES** for each question.

***Provide an example of creativity or innovation on the job:***

**Nominee** has developed and designed a computer database format that was used showing progress for fabrication and shipment of the ventilation ducting required to accomplish the All-Electric ventilation modifications at another location. This was very important due to a five-hour time difference. This was **their** first job with full control of the programming and handling of the ventilation and came up with a plan to simplify the process. Shop Management is excited and looking forward to seeing **this individual** grow in **their** capabilities.

***Provide an example of leadership, mentorship, or role modeling:***

***(Note: This topic often results in more points and distinguishes future experts from the group)***

**Nominees'** willingness to share what **they** have learned with **their** fellow apprentices is exceptional. **They** take every opportunity to help others understand shipyard and shop specific processes. **Nominee** is an unselfish person in that **they** have no expectation for sharing what **they** know with other employees other than improving their knowledge.

***Provide an example of how the person has been recognized by the company, customers or other organizations:***

**Nominee** has received 6 coins from various supervisory personnel. The coins represent a specific incident such as safety, productivity, or integrity. Samples include recommending to Safety Department to apply non-Skid on the gangway and stopping a worker from doing Hot work in an unsafe work location. **They** also received three coins from **their** supervisor for completing expedited jobs under the estimate time.

***Provide an example of Professional Development achievements (i.e., certifications, training, specialized skills)***

Certified Fire Watch, First Responder and CPR. Completed OSHA 10hr training. **They** have taken and completed several AutoCAD Courses. At **their** previous places of employment was certified Forklift Driver and certified to train other employees how to drive forklifts. Received class training in how to operate a KOMO Computerized Wood Router.

***Provide an example of Community Leadership Achievements-Past 12 months***

Awarded Volunteer of the year in the Spring of 2022. Volunteer **Fireperson** for the Bowen Illinois Fire Department from 2021 through 2022. **Nominee** seeks out opportunities to better the community in

*which he lives and works in. Nominee has volunteered at their church with the youth groups to ensure they have mentorship to guide them in their future. During the Holiday season **nominee** helps at the local food pantry to give out meals to those in need.*

SAMPLE