

***North Carolina  
International Personnel Management Association***

June 16, 2008

Dear Colleague:

On behalf of the Officers and Board of Directors of the North Carolina Chapter International Personnel Management Association (NC-IPMA), I am pleased to invite you to participate in the annual recognition program. The program recognizes excellence in the field of human resources as demonstrated by individuals and agency members.

The **Lifetime Achievement Award** is presented to an individual who has made significant accomplishments in the field of public human resource management over the length of their career.

The **Recognition Award** is presented to member agencies as a group or to individuals for introducing innovative and creative programs and for achieving high standards in select categories. Categories include:

- **Staffing**
- **Classification and Compensation**
- **Benefits**
- **Training and Career Development**
- **Communication and Employee Relations**

The **New Member Recognition** will be presented to a new member for meritorious contributions and support to NC-IPMA during his/her first year of membership. This person will be acknowledged for their time, volunteer efforts, and willingness to help in a multitude of areas.

Entry forms and instructions are enclosed. You are encouraged to submit innovative ideas from your organizations for consideration and/or to recommend a colleague for recognition.

NC-IPMA will announce the awards at the 2008 NC-IPMA Fall Conference in September. We look forwards to receiving your entries. Entries must be received by Friday, August 1 and should be submitted to **[Nellie.Riley@osp.nc.gov](mailto:Nellie.Riley@osp.nc.gov)**. If you have any questions, you may contact me at 919-807-4800.

Thank you for your time and consideration,

Nellie Riley- Committee Chair

**North Carolina Chapter  
International Personnel Management Association  
Lifetime Achievement Award Program**

(Instructions and Entry Form)

Note: Entries must be received no later than **(August 1, 2008)**

Name of Individual You Wish to Nominate:

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The Nominee's Employer:

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\*Member of NC-IPMA  Yes  No

**Recognition Category:**

- Advancement of the Profession
- Leadership
- Service
- Time Requirement

In no more than five (5) pages of doubled-spaced typing, please describe and clearly detail the accomplishments and characteristics of the nominee that you believe justify consideration for the Lifetime Achievement Award.

**Supplemental materials are attached:**  Yes  No

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Signature of person making nomination/Date

Daytime Phone Number: \_\_\_\_\_

\*A current member of NC-IPMA must nominate an individual. Please submit one copy of entry to **([Nellie.Riley@osp.nc.gov](mailto:Nellie.Riley@osp.nc.gov))**

## North Carolina Chapter - International Personnel Management Association Recognition and Awards Program

(Instructions and Entry Form)

**Note:** Entries must be received no later than **(August 1, 2008)**

**Name of Agency/Institution/Organization:**

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**\*Member of NC-IPMA:**       Yes     No

**Number of full-time equivalent permanent positions in Personnel/Human Resources Department:** \_\_\_\_\_.

**Entry Category:**

- Staffing
- Classification/Compensation
- Benefits/Safety/Risk Management
- Training/Career Development
- Communications/Employee Relations

**Date of Project/Program Completion:** \_\_\_\_\_

If not completed, **briefly describe significant results to date of project/program.** Please attach brief description.

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In no more than five (5) pages of double-spaced typing, please describe and clearly detail the following items, if appropriate:

- Project/program objective(s)
- Project/program budget and finance
- Staffing levels and degree of involvement for program development, implementation and maintenance
- Project/program value – significance of results, immediate and long-term benefits
- Project/program innovation or uniqueness
- Project/program results
- Project/program adaptability
- Project/program efficiency – cost effectiveness, staffing, etc.
- Project/program contribution to Human Resources Management and image of agency/institution

Local news articles about the project/program, brochures, etc., which help illustrate and provide understanding of the written description are attached.     Yes     No

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**Signature / Date**  
**Human Resources – Personnel Director**

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**Signature / Date**  
**Agency/Institution Head (Optional)**

**\*Entries are limited to agencies/institutions that have an employee as a member of NC- IPMA - A current member of NC-IPMA must nominate an individual. Please submit one copy of entry to *(Nellie.Riley@osp.nc.gov)***

**North Carolina Chapter  
International Personnel Management Association  
New Member of the Year Award**

**(Instructions and Entry Form)**

**Note: Entries for this award must be received no later than (August 1, 2008)**

The individual chosen for this award will be recognized for their meritorious contributions and energy as a new member of IPMA. This individual has graciously volunteered for a number of projects, is always eager to work for the good of the organization, willingly takes on tasks that others would prefer not to volunteer for, and is generally able to work well under pressure.

**Name of Individual You Wish to Nominate:**

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**The Nominee's Employer:**

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**\*Is the Individual a Member of NC-IPMA:**     Yes     No

Please **describe you reasons for nominating** the individual identified above. You may include attachments if necessary.

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**Signature of Individual Making Nomination/Date**

**\*A current member of NC-IPMA must nominate an individual. Please submit one copy of entry to [Nellie.Riley@osp.nc.gov](mailto:Nellie.Riley@osp.nc.gov).**