



## Tip Sheet: How to Submit a Successful Application

Do you have an exceptional temporary or contract employee who stands out and could be a great ambassador for staffing? Nominate your shining star for the National Staffing Employee of the Year program.

First, the National Staffing Employee of the Year All-Star Finalists and their companies will be recognized in late summer, ahead of National Staffing Employee Week.

The overall National Staffing Employee of the Year will be chosen from sector All-Stars (if merited) in the following categories on the first day of National Staffing Employee Week:

- Engineering, IT, and Scientific
- Health Care
- Industrial
- Office–Clerical and Administrative
- Professional–Managerial

The National Staffing Employee of the Year, All-Stars, and All-Star Finalists serve as the “faces” of the staffing industry, representing real success stories of temporary and contract employees.

Here are tips to ensure your award application meets all the criteria for strong consideration by the judges. **Before submitting your application, make sure that you check that all these mandatory conditions are met:**

- ✓ The temporary or contract employee must have worked through your staffing company at some point since May 1 of the previous year.
- ✓ If a contract employee, they must be an employee of your firm—not an independent contractor.
- ✓ Your company must have the client’s approval to disclose the client’s name as the place where the nominee works or worked in ASA promotional materials.
- ✓ Your firm must confirm the nominee understands they will represent the staffing industry and must participate in a local photo shoot (in their hometown) for public relations purposes.
- ✓ Your company must confirm that the nominee is willing to be filmed for their acceptance video, which will be shown during a special award ceremony at Staffing World®. It is strongly recommended that a representative from your firm attend the convention and ceremony.

On the online application form, provide all requested information and ensure all required fields are completed.

In the short “essay” section, describe specifically why your temporary or contract employee deserves recognition:

- Describe in detail how your employee illustrates the key staffing industry messages of bridging to permanent employment, flexibility, and access to a new career. Use concrete examples when possible.

- **Bridging to permanent employment:** The ability to bridge or transition from a temporary or contract position to a permanent job.

For instance:

- Was your employee offered a permanent position with a client for which he or she excelled during a particular assignment?
- How did this offer of a permanent job positively affect the employee's life?
- How did the skills the employee acquired while working on the assignment affect their career prospects?
- Did the employee receive any special training on the job that helped him or her land a permanent position?
- Did the employee achieve his or her goal of a permanent job after graduating from school due to his or her experiences in staffing?
- Was this employee part of the long-term unemployed or an underserved population and able to gain permanent employment through his or her experiences?

- **Flexibility:** Schedule flexibility provided by temporary or contract employment. How did this flexibility make a difference to this particular employee's quality of life?

For instance:

- Was the employee a single parent who needed flexibility to balance work responsibilities with the needs of his or her children?
- Was the employee the primary caregiver of an elderly relative and needed this flexibility to perform essential responsibilities associated with this role?
- Did the employee choose staffing because he or she was a student and needed a flexible schedule to balance school and work?
- Is the employee working as a temporary or contract employee to allow him or her to pursue professional development, entrepreneurial, or philanthropic pursuits?

- **Access to a New Career:** Using staffing employment as a way to get their foot in the door to a new career path.

For instance:

- Did the employee take a temporary or contract assignment to gain entry into a new industry or sector?
- Did the employee take a temporary or contract assignment to get their first job?

- To differentiate your nominee, tell a good story about what makes this temporary or contract employee unique.

For instance:

- Did they overcome any major obstacles?
- How did the employee's experience in staffing change their life in a positive manner?
- Why is this particular employee a role model for others in the staffing industry?

- Avoid providing commentary about the employee's work ethic and dependability. These factors are, of course, important, but not applicable to this awards program.

- If possible, offer insight into your company's working relationship with the employee.

- What makes this relationship special?
- Did the employee have a close, professional relationship with their recruiter?
- Are they a long-time employee of your staffing firm?

If you need additional guidance, email [NSEY@americanstaffing.net](mailto:NSEY@americanstaffing.net) or call 703-253-1151 and ask for a member of the ASA public relations team.

**Best of luck!**