

Job Corps Hall of Fame Selection Process

Regional Offices

The Regional Director will appoint a committee to review and evaluate all candidates. The committee will:

- Use the Panel Member Rating Sheet (Attachment C) to review and evaluate all candidates.
- Interview the candidate by telephone or in person (unless nominated posthumously or otherwise unavailable).
- Interview the candidate's supervisor/employer in person or by telephone, if the candidate's achievement is in a work-related area.
- Review the candidate's Job Corps personal records.
- Select the candidates who are qualified based on the rating criteria.
- Submit nomination packets, consisting of a resume and exhibits, for not more than two regional nominees to the National Director of Job Corps by **June 22, 2007**. The Regional Panel Member Rating Sheet should not be included with the submission packet.
- Notify the individuals who nominated candidates of the action taken on their nominees: for example, selected for national review, or not selected for national review.

National Office

- A Job Corps Hall of Fame Selection Committee, consisting of National Office of Job Corps staff, will be formed to evaluate each nomination. The Selection Committee will review all regional nomination packets to ensure that the required information is included. The Selection Committee will then review and evaluate all nominations, select the three top nominees, and submit them to the National Director of Job Corps for final selection and approval.

Note: Regional nominees who are not selected for the Hall of Fame will be informed in writing by the appropriate Regional Director.

- The appropriate Regional Director will be advised of the nominee selected for the Job Corps Hall of Fame award. Logistical information will be provided to the awardee by the National Office of Job Corps.

Presentation of the award will be made by the National Director of Job Corps at Job Corps Annual Leadership Summit.