# 2024 Texas Workforce Commission Annual Conference

# Veteran-Friendly Employer of the Year Award

## **Instructions for Submitting the Nomination Form**

The Texas Workforce Commission (TWC) recommends using this document to develop submission responses before completing the nomination in Microsoft Forms. Most fields are required; however, if there is no response for a field, enter “N/A.” Select “Submit” to submit the nomination form. Upon submission of the form, a thank-you message will appear on the screen.

For questions regarding the TWC Workforce Awards, please email the Awards Committee at [awards@twc.texas.gov](mailto:awards@twc.texas.gov).

## **Introduction**

The Veteran-Friendly Employer of the Year Award honors a private-sector employer whose efforts to recruit and hire veterans have had a significant effect on veterans in the local workforce development area and across the state.

Nominations should recognize an employer that is a customer of the workforce system and that has used innovative approaches to attract veterans. Nominations should focus on employers whose initiatives positively affect future and current veteran employees.

**At least 10 percent of the nominated employer’s workforce must be comprised of veterans.**

Each nomination should highlight initiatives and programs, including, but not limited to, the following:

* Recruiting and hiring practices for attracting veterans
* Employer policies that give preference to hiring veterans
* Policies that support veterans in the workplace (for example, creating a veterans resource group)
* The number of veterans currently employed by the employer and the number of veterans hired in the past year
* Programs and benefits designed to recruit veterans

Each Local Workforce Development Board (Board) may nominate **one** veteran-friendly private-sector employer for this award. Private-sector employers are employing units, as defined in Texas Labor Code §201.011(11), and include partnerships, associations, corporations, and educational and nonprofit institutions that are not:

* a political subdivision under TWC Chapter 821 Texas Payday rule §821.4;
* an individual or entity subject to Titles 2, 3, or 4 of the Texas Government Code; or
* a unit of government of another state, the United States, or a foreign nation.

## **Board and Employer Nominee Information**

1. For which Board are you submitting this nomination?

2. Provide the following contact information for the individual submitting this nomination on behalf of the Board: **contact name**, **contact phone number**, and **contact email**.

3. Board executive directors and Board chairs must be notified of all Workforce Award nominations submitted on behalf of the Board.

Have you notified the Board executive director and Board chair of this nomination submission and its contents? (Yes or No)

4. Employer’s legal entity name:

5. Doing business as:

6. Employer address (include city and ZIP code—no P.O. boxes):

7. Employer contact name:

8. Employer contact email:

9. Employer contact phone number:

10. All Federal Employer Identification (ID) Numbers (FEIN) (Example: 12-3456789):

11. All employer unemployment insurance tax ID numbers (Example: 12-345678-9):

12. Total number of employees:

13. Preferred branded name of the employer nominee (as it would appear on a trophy and award materials):

14. Submit the nominee’s logo to [awards@twc.texas.gov](mailto:awards@twc.texas.gov) according to the following technical specifications:

* **File Format**  
  The logo must be in a png or jpg format.
* **Logo Quality**

The logo must be high resolution—300 dpi or greater. Do not use a low-resolution logo copied from the web.

* **Copyright**  
  Boards must have either permission to use or ownership of the logo.

15. **For Employer of the Year Video:** Please provide the **name**, **email** **address**, and **phone number** of the individual TWC should coordinate with for media-related questions, as the Employer of the Year winner in this category will have a video highlight reel at the TWC Annual Conference.

16. Review the following statement and enter your name to affirm your awareness of this process.

**Enter your name to affirm the following:**

The Board is aware that TWC will conduct a background review of the nominee’s financial and legal status, including, but not limited to:

* unemployment insurance tax status and delinquency history;
* standing with the Texas Secretary of State and the Texas Comptroller of Public Accounts;
* Texas Payday Law violations and penalty history;
* OSHA violations;
* eligibility to receive federal contracts according to the federal System for Award Management database; and
* lawsuits in the Public Access to Court Electronic Records (PACER) system.

## **Nomination Responses**

17. Provide a clear and concise overview of no more than 350 words describing the employer’s contributions to veterans in the Texas workforce system.

18. Identify and describe the employer’s programs and benefits designed to recruit veterans, including innovative business practices used to increase veteran recruitment. (20 points)

19. Describe the employer’s policies that give preference to hiring veterans, referring veterans, or include any other veteran-friendly policies. Provide the positive impact these policies have on the employer’s business results. (10 points)

20. Describe the nominee’s initiatives that improve current and future veteran employees’ career opportunities. (10 points).

21. Explain how other businesses may replicate these efforts. (5 points)

22. Provide the number of veterans employed, the total number of employees, and the percentage of veterans employed. Include the number of veterans hired from January 2023 to December 2023 and the total number of employees hired during this time period. (20 points)

23. Describe collaborative efforts with business organizations, educational partners, and community organizations to improve veteran employment opportunities in the nominee’s workforce area. (15 points)

24. Identify any internal resources and/or activities that benefit employed veterans (for example, newsletters or resources to help with employment and/or other job-related assistance). (5 points)

25. Is the employer a “We Hire Vets” employer? (5 points)

26. Explain the reasons veteran job seekers would choose this employer over other employers. (5 points)

27. Provide documented endorsements, newspaper articles, awards, or letters of support highlighting the nominee’s contribution to veteran-friendly employment. (5 points)

Documentation including letters of endorsement, URLs, support for the employer nomination, or additional materials such as newspaper articles or other relevant documents, must be emailed to [awards@twc.texas.gov](mailto:awards@twc.texas.gov) with “Veteran-Friendly Employer—[BOARD NAME] Supporting Docs” in the subject line.

Indicate in the line below whether you are sending documented endorsements by email.