# 2024 Texas Workforce Commission Annual Conference

# HireAbility 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 nomination 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 HireAbility Employer of the Year Award honors a private-sector employer that has positively impacted the state of Texas, workers, other employers, and the communities in which the nominated employer does business by promoting successful employment opportunities for talented and dedicated Texans with disabilities. Nominations should recognize an employer that is a customer of the workforce system, uses innovative approaches to foster an inclusive workforce, and hires Texans with disabilities. Responses should focus on the employer’s initiatives that impact current and future workers. Each nomination should describe how the nominated employer has worked with its Local Workforce Development Board (Board) and Texas Workforce Solutions Vocational Rehabilitation (VR) Services staff to ensure access to VR services, referrals, and employment opportunities with the nominated employer for VR customers.

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

* Recruiting and hiring practices that promote inclusivity and attract qualified job seekers with disabilities
* Employer policies that encourage disability self-disclosure in the workplace
* Policies that support and advance employment opportunities for individuals with disabilities
* Inclusive training and retraining practices
* Programs and benefits designed to recruit qualified workers with disabilities

Each Board may nominate **one** 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 individuals with disabilities in the Texas workforce system.

18. Identify and describe the employer’s programs or benefits designed to recruit qualified individuals with disabilities. These may include innovative business practices used to increase recruitment. (20 points)

19. Describe the positive and significant impacts hiring individuals with disabilities has had on the employer’s business results. (20 points)

20. Indicate how the employer’s innovative methods or initiatives improve the career opportunities of current and future employees with disabilities. (20 points)

21. Provide the total number and percentage of employees with disabilities employed by the nominee. (10 points)

22. Describe the employer’s community activities that benefit employees with disabilities, as well as other community partners and individuals. (10 points)

23. Describe the nominee's collaborative efforts with business organizations, educational partners, or community organizations that improve employment opportunities for job seekers with disabilities in the local workforce development area. (10 points)

24. Explain how other employers may replicate these efforts in their hiring initiatives. (5 points)

25. Provide documented endorsements, newspaper articles, or letters of support highlighting the nominee’s contributions to successful employment opportunities for talented and dedicated Texans with disabilities. (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 “HireAbility Employer—[BOARD NAME] Supporting Docs” in the subject line.

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