



PREMIER'S AWARD OF EXCELLENCE

What is the Premier's Award of Excellence?

The Premier's Award of Excellence formally recognizes outstanding on-the-job contributions of Government of Nova Scotia employees and teams of employees.

The 2010 Premier's Award of Excellence ceremony will be held in June 2010. Awards may be given out in such areas as innovation and creativity, management/career excellence, relationship building, healthy workplace, service excellence, and corporate citizenship. However, since the award is intended to recognize excellence among employees, selection is not limited to these categories.

Who is eligible for the award?

Employees are eligible to receive the award if they are currently employed by the Government of Nova Scotia (as of October 1, 2009) and in one of the following groups: civil servants, highway workers, correctional workers. Recent retirees (within 24 months preceding October 1, 2009) of the Government of Nova Scotia in the above-mentioned groups are also eligible to be nominated.

What do recipients of the award receive?

Recipients receive an award designed by Nova Scotian Crystal and a framed certificate signed by the Premier.

Who can submit a nomination?

You can nominate an eligible employee or a team of eligible employees if you are a current (as of October 1, 2009) employee in one of the following groups: civil servants, highway workers, correctional workers.

How do I nominate someone?

Complete the nomination form enclosed in this brochure or visit our website at: www.gov.ns.ca/psc/recognition. You must also attach a summary statement, letters of support, a detailed description of the achievement, and any other materials that you feel are relevant to the nomination. All nominations must be received at the Public Service Commission by 4:00 pm on Wednesday, December 9, 2009.

How are recipients chosen?

The Public Service Commission will review all nomination packages to ensure that they are complete and will forward them to the members of a selection panel. The selection panel will review and evaluate each nomination and will make their recommendations to the Premier, who makes the final decision about recipients. Award decisions will be communicated in May 2010 to nominees and nominators.

Who is on the selection panel?

The selection panel consists of external representatives from academia, the private sector, citizens, and the public sector.

Nomination Guidelines

- You must fill out the entire nomination form and submit all supporting documents with your application:
 - summary statement
 - letters of support (minimum of two)
 - detailed description of the achievement
 - any additional materials
- At least one copy of the nomination package must contain original signatures from the nominees, nominators, and supporters.
- The nominee(s) must acknowledge the nomination by signing the nomination form.



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NOMINATION FORM SIDE 1

The Premier's Award of Excellence recognizes outstanding on-the-job contributions by employees in the Government of Nova Scotia. **All nominations must be received at the Public Service Commission by 4:00 pm on Wednesday, December 9, 2009.**

This nomination is for: Individual Team

This nomination is for: A Project Management/Career Excellence

Note: If you are nominating a team, attach a separate sheet containing the same information as below, for each team member.

Nominee

Name of Nominee/Team: _____

Position: _____

Division/Department: _____

Mailing Address: _____

Telephone: _____ E-mail: _____

Contact Name (if the nominee is a team): _____

Supervisor of Nominee: _____ Telephone: _____

Mailing Address: _____ E-mail: _____

Signature of Nominee: _____ Date: _____

1st Nominator

Name: _____

Position: _____

Division/Department: _____

Mailing Address: _____

Telephone: _____

E-mail: _____

Length of Time You Have Known the Nominee(s): _____

In What Capacity: _____

Signature: _____ Date: _____



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NOMINATION FORM SIDE 2

2nd Nominator

Name: _____

Position: _____

Division/Department: _____

Mailing Address: _____

Telephone: _____ E-mail: _____

Length of Time You Have Known the Nominee(s): _____

In What Capacity: _____

Signature: _____ Date: _____

On separate sheets, please attach:

- Summary statement** (150 words or less): The summary should outline the achievement, key features, and the effectiveness/outcomes of the achievement. This summary will be used in communications materials describing the achievements of the individual or teams selected as recipients.
- Detailed description of the achievement** (1,000 words or less): When completing the following four sections, use plain language to describe the nominee's achievement. Keep in mind that the selection panel evaluating all submissions is comprised of individuals external to government. Their evaluation will solely be based on the information contained in this package.
- Background Information / Project Description** (Things to consider when providing your response: Provide the background and objectives. Does the achievement relate to innovation/creativity, management/career excellence, client service delivery, relationship building, healthy workplace or another area? How did the nominee contribute to the achievement? How did the nominee demonstrate excellence? What was their role? What was the effort involved? Is the achievement unique? How is the achievement outstanding? If the nomination is for career/management excellence, how did the nominee model the guiding principles of a healthy workplace, display high level of commitment to the public service values, or excelled in the leadership competencies? Is there any other information that you feel will be helpful for the selection panel?)

- Budget:** (if applicable) (Things to consider when providing your response: What budget was assigned to this achievement? Where did the budget come from? Were alternate funding sources obtained? How? Is there any other information that you feel will be helpful for the selection panel?)
- Results/Outcomes:** (Things to consider when providing your response: Did the nominee's contributions affect others? Was there an impact to government or the community? What is the evidence of this impact? Were the nominee's objectives reached? Were goals met? What were the outcomes of the achievement? Was the achievement a one-time outcome, or does it result in long-lasting change? What is the timeframe of the achievement? Is it completed or on-going? Is there any other information that you feel will be helpful for the selection panel?)
- Partnerships:** (if applicable) (Things to consider when providing your response: Was there collaboration with other government departments or non-government partners? What was the nature of the partnership(s)? Were there any in-kind contributions? Is there any other information that you feel will be helpful for the selection panel?)
- Letters of support** (at least 2): Include letters of support from individuals who can validate the nominee's achievement and add credibility to the nomination. A template can be found online at: www.gov.ns.ca/psc/recognition

When completing the nomination package, it is important to keep in mind that an external selection panel will be evaluating the nominations based on the submitted materials only. As a result, you must ensure that all the information they require to make an appropriate evaluation is included in the nomination package.

Note that materials will not be returned. If you are sending copies, ensure that they are reproduced clearly and are easy to read.

Nomination forms and guidelines can be accessed online at the following address:
www.gov.ns.ca/psc/recognition

Submit **two full copies** of your nomination package to the following address. Note that all packages **must be received by 4:00 pm** on Wednesday, December 9, 2009. **Faxed materials and incomplete or late nominations will not be considered.**

Premier's Award of Excellence
Strategic Support Services
NS Public Service Commission
PO Box 943
World Trade and Convention Centre
1800 Argyle St., 5th floor
Halifax, NS B3J 2V9

If you require assistance in completing your nomination package or if you would like further information, please contact:

Maria Tendencia
Nova Scotia Public Service Commission
Telephone 424-4459
Email: premiersaward@gov.ns.ca



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The Nova Scotia Public Service Commission adheres to the privacy protection provisions of the Freedom of Information and Protection of Privacy Act (FOI/PIPA), the Personal Information International Disclosure Protection Act (PIIDPA), the Government Privacy Policy and other applicable legislation.

The Nova Scotia Public Service Commission will uphold the principles of transparency, custodianship and shared responsibility established in the Government Privacy Policy, as it relates to the collection, use and disclosure of personal information.



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2010

