

2010 PREMIER'S AWARD OF EXCELLENCE

Nomination Guidelines

Nomination Form

- You must complete the entire nomination form.
- Two nominators are required as part of the nomination.
- At least 2 letters of support are required as part of the nomination. Letters of support should be from individuals that can validate the nominee's achievement and add credibility to the nomination.
- The name of the nominee's supervisor must be included on the nomination form. Please note that the supervisor will be contacted for information related to the nomination.
- The nominee(s) must sign the nomination form, agreeing to allow his or her name to go forward as a nominee.
- The nomination package must include original signatures for nominees, nominators, and supporters.

Nomination Materials

- The summary statement (150 words or less) must summarize the achievement, its key features, and outcomes. This summary will be used in communications materials discussing the achievement of the individual or team nominated.
- 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. As a result, it is important to provide as much relevant information as possible
- The detailed description of the achievement (1000 words or less) should describe the following:

Background/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?

- Additional materials that support the nominee's achievement, such as newspaper clippings, photos, DVD's, etc. will not be returned. Please ensure that copies are reproduced clearly, are easy to read and are attached to the nomination form.
- Submit TWO full copies of the nomination package by 4:00pm on Wednesday, December 9th at the address below. Faxed, late, or incomplete applications 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

Nomination Process

The Public Service Commission (PSC) receives all nomination packages, reviews the packages to ensure they are complete, and validates the nomination information. This validation may occur by contacting the nominee, the nominee's supervisor, nominators, and/or those who provided letters of support. The PSC's Commissioner and the appropriate Deputy Minister will be advised of the nominees, and nomination packages will be sent to selection panel members. The selection panel, comprised of external representatives and the Commissioner of the PSC, will evaluate each nomination, and make recommendations regarding recipients to the Premier. Award recipients will be notified in May, and a formal awards ceremony will take place in June 2010.

If you require assistance, please email premiersaward@gov.ns.ca, or contact Maria Tendencia (902) 424-4459. For more information, visit: www.gov.ns.ca/psc/recognition

