



**NOMINEE INFORMATION:**

<b>Name of Nominee: (individual team member)</b>	
<b>Title:</b>	
<b>Division/Department:</b>	
<b>Mailing address:</b>	
<b>Telephone:</b>	
<b>Email:</b>	
<b>Supervisor of Nominee:</b>	
<b>Supervisor Telephone:</b>	
<b>Mailing Address:</b>	
<b>Email:</b>	
<b>Signature of Nominee: *(original signature required)</b>	
<b>Date:</b>	

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<b>Date:</b>	

**NOTE:** If the team nominated has more than five team members, copy and paste or photocopy this page to add more team members.

**1st NOMINATOR:**

<b>Name:</b>	
<b>Position:</b>	
<b>Division/Department:</b>	
<b>Mailing address:</b>	
<b>Telephone:</b>	
<b>Email:</b>	
<b>Length of time nominee known to you:</b>	
<b>In what capacity:</b>	
<b>Signature of Nominator: *(original signature required)</b>	
<b>Date:</b>	

**2nd NOMINATOR:**

<b>Name:</b>	
<b>Position:</b>	
<b>Division/Department:</b>	
<b>Mailing address:</b>	
<b>Telephone:</b>	
<b>Email:</b>	
<b>Length of time nominee known to you:</b>	
<b>In what capacity:</b>	
<b>Signature of Nominator: *(original signature required)</b>	
<b>Date:</b>	

**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 (1000 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?)

**ON SEPARATE SHEETS, please attach:**

**Letters of support (at least 2):**

Include letters of support for the nomination from individuals who can validate the nominee's achievement and add credibility to the nomination. A template letter can be found online at: [www.gov.ns.ca/psc/recognition](http://www.gov.ns.ca/psc/recognition).

**Additional materials:**

Include any additional materials that you feel would support the nomination. Note that materials will not be returned. If you are sending copies, ensure that they are reproduced clearly and are easy to read. Examples of additional materials may include; articles, photos, DVD's and testimonials.

**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](mailto:premiersaward@gov.ns.ca).

*The Nova Scotia Public Service Commission adheres to the privacy protection provisions of the Freedom of Information and Protection of Privacy Act (FOIPOP), 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.*

*Premier's Award of Excellence, Strategic Support Services, Public Service Commission,  
1800 Argyle St., 5<sup>th</sup> Floor, P.O. Box 943, Halifax, NS B3J 2V9*