

2007 Premier's Award of Excellence Nomination Form – Sample 3

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 XXpm on XXday, X X, 200X.**

Nominee Type:

(indicate type with an "X")

This nomination is for an Individual	
This nomination is for a Team	

Nominee Information:

Name of Nominee/Team	
Contact Name (if the nominee is a team)	
Position	
Division/Department	
Mailing address	
Telephone	
Email	
Supervisor of Nominee	
Achievement title	
Signature of Nominee (original signature required)	
Date	

Note: if you are nominating a team, please attach a separate sheet that contains the same contact information as above, for each team member/nominee.

1st Nominator:

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

2nd Nominator:

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

□ **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 for individuals or teams selected as recipients.

□ Detailed description of the achievement (1,000-1,500 words):

Use plain language to describe the nominee's achievement, which should include the following:

- Details about the achievement (objectives, location, budget, etc.)
- How the achievement relates to the areas mentioned with the award: innovation/creativity, leadership excellence, client service delivery, relationship building. If highlighting a different area of achievement, please specify.
- How the nominee contributed to the achievement (his or her role, the effort involved).
- How the nominee's contributions affected others; who benefited from their contributions? (is there an impact to operations or the community?)
- A statement of outcomes outlining the achievements of the project or initiative and the extent to which the goals or outcomes were achieved
- The continuity of the achievement (was it a one-time outcome, or did it result in long-lasting change)
- The timeframe of the achievement (is it completed or on-going?)
- 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.

☐ Additional materials:

Include any additional materials that you feel 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, and testimonials.

Submit two full copies of your nomination package to the following address and please note that all packages must be received by XXpm on XXday, XX X, 200X. Faxed materials, incomplete or late nominations will not be considered.

Premier's Award of Excellence
Strategic Support Services
Public Service Commission
One Government Place, Barrington level
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