

Appendix IV

PUBLIC SERVICE EXCELLENCE AWARD

INSTRUCTIONS

Overall Goal of the Public Service Excellence Award

To recognize and reward Public Sector Employees who by their disposition, actions and interactions, consistently demonstrate themselves to be Ambassadors for an agile, proactive, responsive, result-oriented Public Service that seeks to meet and exceed customer expectations in the delivery of high quality public services.

GUIDELINES FOR NOMINATORS:

1. Any employee can nominate another Employee within their MDA
2. The Nominee must be an employee of your current MDA for a duration of at least 2 years.
3. The Nominee can be employed as a **Daily Paid Employee, Established Employee, Fixed Contract Employee, On-The-Job Trainee or Short Term Contract Employee.**
4. Nominators must carefully consider the Criteria, descriptors, and associated Sub-Criteria. Select at least three (3) of the Criteria and at least four (4) of the Sub-Criteria that the Nominee best satisfies in order to demonstrate Public Service Excellence.
5. The Nominee can be functioning at any level with the exception of the following:
Permanent Secretary, Deputy Permanent Secretary, Chief Executive Officer, Chief Operations Officer, and similar Executive levels.
6. Voters **may not** vote for themselves.

GUIDELINES FOR MINISTERIAL COMMITTEES:

1. The nominee's most recent PAR must satisfy the required rating of Very Good or Excellent.
2. Final Nominee selection will be determined by the Ministerial Committee

THE NOMINATION OF EMPLOYEES WILL BE CONDUCTED FOR A DURATION OF ONE (1) WEEK

GUIDELINES FOR COMPLETION OF NOMINATION FORM

SECTION 1:

1.0

*The nominator (you), must provide the basic details for the **person you wish to Nominate** for the Public Service Excellence Award.*

All questions in this section are mandatory, with the exception of where (if applicable) is stated.

1.1

*The Nominator (you) must provide **your** basic details.*

All questions in this section are mandatory, with the exception of where (if applicable) is stated.

SECTION 2:

The Nominator (you) are required to carefully consider the Criteria, descriptors, and associated Sub-Criteria. Select at least three (3) of the Criteria and at least four (4) of the Sub-Criteria that the Nominee best satisfies in order to demonstrate Public Service Excellence.

SECTION 3:

Based on the Criteria and Sub-Criteria selected in this section, The Nominator (you) is required to provide a brief description of how the Nominee fulfilled them. In so doing, highlight one example per Criteria of the scenarios, actions and contributions of the Nominee, and the results and/or impacts that were achieved. The details submitted in this section will inform the decision making.

Please **do not exceed 250 words** across all Criteria for this section.

SECTION 4:

This section must be completed by the Ministerial Committee **ONLY**.

In this section, the Ministerial Committee will provide all of the required information about the Nominee, the date of their final review and provide the official sign off on the document proceeding to the official peer voting process.