



PUBLIC SERVICE
AWARD OF
Excellence
Individual Nomination Form

The **Public Service Award of Excellence** recognizes individuals and teams who have made outstanding contributions to the public service. It is the highest honour an employee can receive from the Government of Newfoundland and Labrador.

Components required for the **Individual Nomination Form**:

- Step 1 - Nominee Information
- Step 2 - Nominator Information
- Step 3 - Nomination Statement Summary
- Step 4 - Letters of Support - three (3) required
- Step 5 - Optional Additional Material
- Step 6 - Submit Completed Nomination Package

Public Service Award of Excellence Individual Nomination Form

Step 1

Nominee Information

First Name

Last Name

Job Title

Department/Organization

Division

Work Address

Work Telephone

Work Email Address

Nominee Signature

Date

Email from nominee will be accepted as signature.

- I consent to stand for nomination and to participate in the Public Service Award of Excellence. My name and photo may be used in any internal and external communication that will showcase the recipients and/or nominees of the award.

Supervisor

First Name

Last Name

Job Title

Department/Organization

Division

Work Address

Work Telephone

Work Email Address

Step 2

Nominator Information

First Name	Last Name	Job Title
_____	_____	_____
Department/Organization	Division	
_____	_____	
Work Address		

Work Telephone	Work Email Address	
_____	_____	
Signature	Date	
_____	_____	

Step 3

Nomination Statement Summary

Provide a summary of the achievement/work and the nomination. Use the questions below in your description, as the responses inform the screening criteria during the selection process. The statement should not exceed one page and should be approximately 500 words.

1. How did the nominee’s achievement/work demonstrate Service Delivery Excellence, Leadership, Innovation and/or Relationship Building as outlined in the [Nomination Guidelines](#)?
2. What benefits/changes occurred as a result of this achievement/work (departmental or government-wide)? Emphasize the results of this benefit/change. How were things different before and after the initiative? Did the achievement/work result in the development of best practices?
3. What challenges had to be overcome in accomplishing the achievement/work?
4. How did the achievement/work benefit:
 - internal clients (co-workers, executive, staff of other departments, etc.)?
 - external clients (the general public, business clients, other governments, etc.)?
5. Was there collaboration with other departments or non-government partners? If so, what was the nature of that collaboration?
6. Was this a one-time project or is it an on-going project? Did it result in long-term change?
7. Are there other aspects of the nominee’s achievement/work you would like to highlight?

Step 3 continued

Nomination Statement Summary

Please use the area below to complete the Nominator's Statement Summary as detailed on the previous page. Approximately 500 words.

Step 4

Letters of Support

Please provide three (3) letters of support from three (3) separate individuals other than the nominator, who have direct knowledge of the value and impact of the nominee’s achievement and who support the nomination. If applicable, it is strongly encouraged to include one or more letters of support from outside entities impacted by the work of the nominee (for example: stakeholders, municipalities, partner organizations, non-profits, clients etc.). The letters must be typed and signed by the supporter and should not exceed one page. No less than three (3) letters of support will be accepted. Please submit the letters of support with this nomination.

#1 Letter of Support - Include the written testimonial with this nomination form.

First Name Last Name Job Title

Department/Organization Division

Relationship to the nominee

Work Address

Work Telephone Work Email Address

Signed letter of support attached. (Email from supporter will be accepted as signature)

#2 Letter of Support - Include the written testimonial with this nomination form.

First Name Last Name Job Title

Department/Organization Division

Relationship to the nominee

Work Address

Work Telephone Work Email Address

Signed letter of support attached. (Email from supporter will be accepted as signature)

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Step 4 continued

#3 Letter of Support - Include the written testimonial with this nomination form.

First Name

Last Name

Job Title

Department/Organization

Division

Relationship to the nominee

Work Address

Work Telephone

Work Email Address

Signed letter of support attached. (Email from supporter will be accepted as signature)

Step 5

Optional Additional Material

You may provide additional material to support the nomination such as publications, media stories, tributes, work produced, etc. Supporting material should be presented in 8.5" x 11" format and all materials combined should not exceed four (4) pages in total. Please submit the supporting material with the nomination form.

1. Supporting Material (Provide a short description of the material here.)

2. Supporting Material

3. Supporting Material

4. Supporting Material

Step 6

Submit completed nomination forms and letters of support to:

Email

excellence@gov.nl.ca

Mail

Public Service Award of Excellence
Office of the Clerk of the Executive Council
Government of Newfoundland and Labrador
P.O. Box 8700, St. John's, NL A1B 4J6

Contact Information for Assistance

Telephone 709.729.4266 / 3670

Email excellence@gov.nl.ca

Website gov.nl.ca/excellence

Deadline for Nominations

March 1, 2024