

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 - two (2) required
- ☐ Step 5 – Submit Completed Nomination Package

Step 1: Nominee Information

Select one of the following categories:

☐ **Service Excellence**

- **Consistent, high quality and reliable service excellence**
 - Delivers accurate, thorough and dependable work on a consistent basis
 - Demonstrates professionalism and accountability in all assigned duties
 - Provides stability and continuity that others can rely on
- **Efficient, timely responses and willingness to go the extra mile**
 - Responds promptly to requests and follows through to completion
 - Anticipates needs and takes initiative without being asked
 - Willingly exceeds expectations to support colleagues, clients and organizational objectives
- **Respect, consideration and exceptional helpfulness**
 - Treats others with courtesy, patience and professionalism at all times
 - Maintains positive, collaborative working relationships
 - Offers support and assistance that consistently goes beyond the norm in daily interactions

☐ **Trailblazer**

- **Creativity in improving processes**
 - Uses creative thinking to identify opportunities for improvement
 - Suggests practical, innovative enhancements to existing services, policies and/or processes
 - Looks beyond traditional methods to find more effective solutions

- **Leading edge and unique performance improvements**
 - Introduces new, forward thinking approaches to how work is completed
 - Implements unique or leading edge practices that improve efficiency, quality or outcomes
 - Willingly explores ideas or methods that may be new to the public sector
- **Positive change to culture and problem solving approaches**
 - Challenges traditional ways of thinking to encourage innovation
 - Helps shift organizational culture toward adaptability and continuous improvement
 - Models a collaborative, solution focused approach that inspires others to think differently

☐ **Emerging Leader**

- **Identifies future trends and prepares for upcoming challenges**
 - Demonstrates awareness of emerging issues, priorities and opportunities
 - Thinks proactively about future needs and potential impacts
 - Collaborates with others to plan, adapt and respond to upcoming challenges
- **Positive influence through leadership**
 - Steps forward to guide initiatives and influence positive outcomes
 - Leads by example in the public service, modelling integrity, accountability and professionalism
 - Builds trust and motivates others through clear communication and actions
- **Support, encouragement and mentorship of colleagues**
 - Actively supports and encourages team members and peers
 - Shares knowledge and experience to help others grow and succeed
 - Fosters a collaborative, inclusive and respectful work environment

Nominee Information

Nominee Information

Name	Job Title
Department	Division
Work Address	
Work Telephone	Work Email

Supervisor

Name	Job Title
Department	Division
Work Telephone	Work Email

Step 2: Nominator Information

Name	Job Title
Department	Division
Work Telephone	Work Email
Signature	

Step 3: Nomination Statement Summary

Please attach a summary of the achievement/work in relation to one of the three categories selected (maximum 500 words). You may also use the questions below to guide your statement summary. Please focus on the difference made by the nominee and the impact of the work that was carried out.

1. How did the nominee's achievement/work demonstrate excellence in the category selected?
2. What benefits/changes occurred as a result of this achievement/work (departmental, government-wide and/or external)? Emphasize the results.
3. What challenges had to be overcome in accomplishing the achievement/work?
4. How did the achievement/work benefit:
 - a) Internal clients (co-workers, executive, staff of other departments, etc.)
 - b) External clients (general public, stakeholders, clients, etc.)
5. Other aspects of the achievement/work you would like to highlight.

Step 4: Letters of Support (Two required)

Please provide **two** letters of support from 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.

It is strongly encouraged to include one letter 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, signed and submitted with the nomination package.

#1 Letter of Support

Name

Job Title

Department/Organization

Work Telephone

Work Email

☐ Signed letter of support attached.**#2 Letter of Support**

Name

Job Title

Department/Organization

Work Telephone

Work Email

☐ Signed letter of support attached.**Step 5: Submit completed nomination forms and letters of support to: excellence@gov.nl.ca****For more information:****Email** excellence@gov.nl.ca**Website** gov.nl.ca/excellence**Deadline for Nominations
September 11, 2026**