

PUBLIC SERVICE AWARD OF EXCELLENCE

Team 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 **Team Nomination Form**:

- ☐ Step 1 – Team 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: Team Information

Select one of the following categories:

☐ **Service Excellence Team**

Criteria Summary – Service Excellence Team:

- **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 team 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

☐ **Collaborative Team**

Criteria Summary – Collaborative Team:

- **Strategic achievement of objectives through relationships**
 - Achieves measurable, positive outcomes by strengthening existing working relationships
 - Actively builds and nurtures new partnerships to advance shared objectives
 - Leverages collective expertise across teams or organizations to enhance service delivery
- **Exceptional collaboration and joint problem solving**
 - Proactively anticipates needs and engages partners early and effectively
 - Initiates collaborative approaches to address complex or cross functional challenges
 - Demonstrates trust, openness and shared accountability in decision making
- **Consistent performance under pressure or changing conditions**
 - Performs effectively during high demand periods or shifting priorities
 - Adapts quickly while maintaining service quality and team cohesion
 - Demonstrates resilience, responsiveness and commitment to excellence as a team

Please complete for each team member

[Click here to download additional Team Member Information Forms.](#)

Team Name

Team Contact Name

Please identify one team member as the team contact.

Job Title

Department

Division

Work Address

Work Telephone

Work Email

Step 2: Nominator Information

Name

Job Title

Department/
Organization

Work Telephone

Work Email

Signature

Step 3: Nomination Statement Summary

Part A:

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

1. How did the team'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.

Part B:

Please attach a list of all team members and provide a sentence or two that describes their unique contribution and impact.

A maximum number of 10 members per team. This section is required.

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 team'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