

Premier's Award for Excellence in the Public Service

Nomination Form

The Premier's Award for Excellence in the Public Service recognizes exceptional work by individuals and teams who have modeled the Government of Saskatchewan's Commitment to Excellence and core values in action.

Eligibility: The award is open to employees in Ministries, Crown Investments Corporations Crowns, Treasury Board Crowns, agencies, boards and commissions.

To nominate: One support letter is required to demonstrate the nominee's impact. To further enhance your nomination, up to three letters may be included. Other supporting material, such as newspaper articles or videos, may be provided in digital format. Mail, or scan and email the nomination to:



Saskatchewan Honours and Awards

Protocol Office | 300-3085 Albert Street | REGINA SK S4S 0B1

Email: honours@gov.sk.ca | Phone: 306-787-3001 or toll-free at 1-877-427-5505

Nominee information (individual or team):

Individual nomination

Name: _____ Position: _____
Ministry/Organization: _____ Division/Branch: _____
Location: _____ Phone number: _____
Email: _____

This individual qualifies for the category of Emerging Leader (less than five years in the public service).

Team nomination

Team name (max 35 characters): _____
Ministry/Organization: _____
Name of team lead: _____ Position: _____
Location: _____ Division/Branch: _____
Email: _____ Phone number: _____

Important: A list of team members and their Ministry/Organization must be attached to the nomination.

Nominee Description:

Describe the nominee and the impact made, including project, circumstances, achievements, performance and outcomes that led to this nomination. (max. 250 words)

Links to the Government of Saskatchewan's *Commitment to Excellence*

Describe how the nominee's achievements demonstrate the following four core values from the Government of Saskatchewan's *Commitment to Excellence*.

1. Respect and Integrity

Describe how the nominee demonstrated respect and integrity and valued diverse opinions, cultures and backgrounds of others. How was integrity demonstrated and what did it mean to "do the right thing"? How did they raise difficult issues in a sensitive manner with the intent to make things better? Consider qualities such as open and honest communication, accepting responsibilities, keeping commitments and what it means to learn from mistakes. (max 150 words)

2. Serving Citizens

Describe how the nominee provided excellent customer service. How did the nominee consult with clients, stakeholders and teammates to ensure the highest client value possible was achieved? What was the benefit to the client? How did the nominee seek to better understand their needs? (max 150 words)

3. Excellence and Innovation

Describe the innovation or improvement that was designed and/or implemented by the nominee. To what extent does the innovation have fundamental impact on the work being done or the client service provided? How did the nominee seek creative solutions or new ways of doing things, improve systems or processes, challenge the way we do things, and/or adapt or assist in changes to enhance the operating environment? How did they help create/foster/contribute to an environment where new ideas are welcome? How does the nominee strive to do their best and hold themselves accountable for living our values? (max 150 words)

4. One team

Describe how the value of teamwork was demonstrated. How did the nominee demonstrate a commitment to collaboration and consultation with others in order to build one team or work towards a shared vision/goal? What was the outcome of the project or activity? How have they sought out opportunities to assist other areas in the organization, or across government? What qualities make this team or individual a strong team player? (max 150 words)

Nominator Information:

Note: Self Nominations are not accepted. The nominator can not be on the list of team members.

Name: _____ Position: _____
Ministry/Organization: _____ Division/Branch: _____
Location: _____ Phone number: _____
Email: _____

Nominator signature

Date (month/day/year)

Permanent Head (Deputy Minister/Chief Executive Officer) Endorsement

I have reviewed this nomination package and support the individual or team being nominated. By signing below, I am agreeing to this nomination being put forward for consideration by the Premier's Award for Excellence in the Public Service, Advisory Committee.

Name: _____ Position: _____

Permanent Head signature

Date (month/day/year)

Nomination checklist

Before submitting this nomination to the Protocol Office, please verify the following:

- The nomination form is complete.
- One to three letters of support are attached.
- Other supporting material is attached (optional).
- The form has been signed by the Permanent Head of the nominee's organization.
- If it is a team nomination, a list of team members is attached.
- The nominator is not a member of a team that is being nominated.

Thank you for your nomination.

You will be sent an acknowledgement email upon receipt of this nomination. Please contact us if you do not receive this email within one month of sending your nomination.