

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

Nomination (check one):

Individual

Team

Emerging Leader (less than five years in the public service)

If nominating a team please attach a list with name, title, branch, ministry or organization and email.

Has this nomination been previously submitted for an internal award?

Yes

No

Individual OR Leader of Team being nominated:

Name:

Position:

Ministry/Organization:

Division/Branch:

Location:

Phone number:

Email:

Team name (max 35 characters):

Nominator:

Nominator's Name:

Division/Branch:

Ministry/Organization:

Location:

Phone Number:

Email:

Project or Achievement Description:

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

Link the nominee's achievements to the following four core values in action 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 Endorsement:

Nominator signature

Date (month/day/year)

Deputy Minister / Permanent Head / 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:

Title:

Signature:

Date:

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.