

# Premier's Award of Excellence

## 2006 Call for Nominations

The Premier's Award of Excellence recognizes Yukon government public servants who have provided outstanding service, contributions or accomplishments to Yukon citizens and the government. Tied into the *Investing in Public Service – serving Yukon people* (IPS) initiative, the *Premier's Award of Excellence* aims to strengthen pride in the public service, call public attention to the good work of the public service and provide an opportunity to showcase people's talents and good teamwork.

The award also encourages results, cooperation, understanding and respect within the Yukon public service.

The criteria for the *Premier's Award of Excellence* reflect the Principles of Awarding People for EXcellence (APEX) which are the foundation of the recognizing public sector excellence component of the IPS. The *Premier's Award of Excellence* is not linked to employee performance evaluations.

If you know of a Government of Yukon employee or team of employees who deserves recognition, why not submit a nomination for the *Premier's Award of Excellence*? Be sure to specify the nature of the accomplishment and describe how it contributed to government objectives. Included on the form are examples of achievements that may result in recognition.

**The deadline for nominations is April 12, 2006.**

*IPS*  
INVESTING IN PUBLIC SERVICE  
— serving Yukon people

**Yukon**  
Government



# Premier's Award of Excellence

## NOMINATION FORM

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**The Premier's Award of Excellence has two categories – Individual and Team.  
Please use the appropriate portion of the nomination form.**

### Individual Nomination

Nominations may be made by Government of Yukon employees *or* by other people who have received service of note from a public servant whom they feel should be considered for the Premier's Award of Excellence.

The nomination deadline for the 2006 Premier's Award of Excellence is Wednesday, April 12, 2006. Late nominations will not be considered.

Nominee's name: \_\_\_\_\_

Department: \_\_\_\_\_

Location (community): \_\_\_\_\_

Nominee's Phone Number: \_\_\_\_\_

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Please name the nominator and a supporting nominator, if possible, in this section.

Nominator: \_\_\_\_\_

Phone number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supporting nominator: \_\_\_\_\_

Phone number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Has the nominee agreed to the nomination?  Yes  No

**Please note: Only nominations agreed to by the nominee will be considered.**

**All nominees must be employees of the Yukon government at the time of the nomination.**



## General Information for all Nominations

Nominations may be made by Yukon government employees *or* by other people who have received service of note from a public servant whom they feel should be considered for the Premier's Award of Excellence. In both cases, nominators must follow the instructions in this nomination package.

1. Nominations must follow the format in the nomination form and include specific information about the nominee's achievement.
2. Nominees must meet at least one of the General *and* one of the Specific Criteria as outlined in the Recognition Criteria in this nomination package.
3. **On separate paper**, please describe how the individual or team has met *at least one* of the General Criteria *and* one of the Specific Criteria for the *Premier's Award of Excellence*.
4. Describe how this effort supports Yukon government objectives. People outside of government may describe how this effort benefited the public or clients in meeting their objectives.
5. Please limit your description to no more than **four** pages. The point of this supporting material is for the nominator to clearly show how the nominee's actions have demonstrated excellence.
6. All nominees must be employees of the Yukon government **at the time of the nomination**.
7. Only written nominations, including all supporting documents, received by the deadline will be considered by the committee.
8. **Nominations received after the deadline *will not* be considered.** These nominations will be returned to the nominator.

### **Privacy statement:**

Information on nomination forms will be used by the Selection Committee only for selecting Premier's Award of Excellence recipients.  
This information will not be shared for any other purpose.

## How to Nominate

Remember, nominations must be received by 5 p.m. on

**Wednesday, April 12, 2006.**

**Late nominations will not be accepted under any circumstances.**

Nomination forms are available from the Awards and Recognition Administrative Assistant and on the Yukon government web site. Unfortunately, forms cannot be submitted electronically. If you are using the web site form, please print it off and submit it in hard copy.

1. Nominations may be made by Yukon government employees *or* by other people who have received service of note from a public servant whom they feel should be considered for the Premier's Award of Excellence.

2. Send your nomination(s) to:

Public Service Commission  
Policy and Planning Branch  
attention: Cheryl Hanulik, Awards and Recognition Administrative Assistant  
Government of Yukon  
Box 2703, Whitehorse, Yukon  
Y1A 2C6

Or use Yukon government internal mail – the address is Z-1 attention: Cheryl Hanulik

Or e-mail enquiries to: [cheryl.hanulik@gov.yk.ca](mailto:cheryl.hanulik@gov.yk.ca)

**Please note:**

Because nominations must be signed by the nominator(s), only written nominations will be considered. Requests to nominate by telephone or any other means other than in writing will not be considered.

3. For more information, contact Cheryl Hanulik, Awards and Recognition Administrative Assistant, Policy and Planning Branch, Public Service Commission 667-3796 or by e-mail at [cheryl.hanulik@gov.yk.ca](mailto:cheryl.hanulik@gov.yk.ca).

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## RECOGNITION CRITERIA

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The General and Specific Recognition Criteria represent what government most values in its public servants.

Nominated employees do not have to meet all criteria. Accomplishments, service and contributions that demonstrate **at least one of the General Criteria and one of the Specific Criteria** may lead to a *Premier's Award of Excellence*.

### General Criteria

1. Promotes the organization's stated outcomes.
2. Promotes a high standard of customer service.
3. Demonstrates commitment to continuing improvement in management practice and is evaluated periodically for effectiveness.
4. Provides a role model for the public sector or community.
5. Promotes, where possible, inter-agency or inter-departmental collaboration.
6. Demonstrates commitment to achieving value for money.
7. Demonstrates the achievement of social, economic and/or environmental improvement.

### Specific Criteria

1. Quality service  
Exceptional levels of service in the public interest by an individual or team which may include:
  - quality, timeliness, accessibility and reliability of services delivered;
  - creativity and innovation to meet client needs;
  - significant improvements to an existing process or program (cost savings can be a sub-element); or
  - the creation of a benefit or positive long-term impact on clients, stakeholders or Yukon citizens' lives.
2. Leadership  
Exemplary leadership of a project, program or team that:
  - enhances the quality of the workplace for employees and contributes to the enhancement of diversity, safety and health, workplace culture and employee development;
  - improves workplace processes by changing existing procedures for the better, reducing costs or increasing efficiencies;
  - delivers a one-time or ongoing contribution to clients or the public;
  - demonstrates a strong "people" element (i.e. leadership is committed, involved and creates and sustains a participatory environment);
  - demonstrates well defined strategic direction;

- demonstrates human resource planning and practices that contribute to work unit effectiveness and outcomes;
- creates a continuous learning environment that contributes to a skilled and motivated workforce; or
- creates employee satisfaction and results in more effective work unit performance.

### 3. Innovation

Development of new ideas into tangible initiatives, including:

- the use of new technology to enhance program and service delivery or improve existing processes and procedures;
- creation of new and unprecedented programs, services or opportunities for Yukoners;
- identification and pursuit of new opportunities for Yukon; or
- demonstration of scientific excellence or a leap of creativity in public sector management work practices or service delivery.

### 4. Organizational goals, objectives and values

Service, contributions or accomplishments that demonstrate the values and goals of the Corporate Human Resource Plan. The values in the Corporate HR Plan are:

- integrity;
- respect;
- excellence/professionalism;
- partnering;
- innovation;
- trust; and
- ethics/balance.