



Premier's Awards

Premier's Award for Excellence
Guidelines and Nomination Form



INTRODUCTION

The Premier's Award for Excellence

The Premier's Award for Excellence recognizes and rewards the outstanding achievements of individuals and teams within the Government of the Northwest Territories (GNWT) who continue to strive for excellence, best practice management and improvements in the workplace. The Award showcases and highlights the significant contribution made by the Public Service to the wider Northwest Territories (NWT) community.

The Premier's Award for Excellence reflects the GNWT's priorities and principles that guide the Public Service. The Award encourages continuous improvements in services and management across four general criteria:

- **Innovation and Creativity** recognizes outstanding performance and achievement through innovative approaches and creativity to new and sustainable projects, systems and technologies that provide improved performance and service.
- **Exceptional Performance/Service Excellence** recognizes outstanding commitment to the Public Service and workplaces that deliver outstanding performance.
- **Leadership/Organizational Excellence** recognizes outstanding leadership that presents a role model for the Public Service through leadership and cross agency collaboration, resulting in improved organizational productivity and improved provision of services.
- **Partnerships** recognize effective team projects or initiatives that enhance Government programs or services

COMMONLY ASKED QUESTIONS

Who is eligible for the Premier's Award for Excellence?

All employees currently working for the GNWT or non-public servants who are part of a team led by GNWT employees.

Who can submit a nomination?

Employees or teams can be nominated by managers, supervisors, peers, co-workers and clients outside of government. Employees are not permitted to nominate themselves.



How do I nominate someone?

Complete the nomination form and submit by the nomination deadline.

When is the nomination deadline?

Tuesday, April 15, 2008 at 5:00 p.m.

How are recipients chosen?

The Department of Human Resources receives all nomination packages, reviews them to ensure they are complete, and validates the nomination information. This validation may occur by contacting the nominee, the nominee's supervisor or nominators to collect further information or to seek clarification. Nominations are reviewed by the Senior Management Committee. The Premier will approve the final selection of award recipients. Award decisions will be communicated in early June to nominees and nominators.

When is the awards ceremony?

The awards ceremony takes place in the Great Hall of the Legislative Assembly during Public Service Week in June.

What do recipients of the award receive?

Recipients of the Premier's Award for Excellence are honoured with an award to recognize their achievements.

AWARD CRITERIA

These general criteria represent what the GNWT most values in its public servants. Accomplishments, service and contributions that demonstrate at least one of the following general criteria may lead to a Premier's Award:



Innovation and Creativity – was there:

- Introduction of creative solutions resulting in improvement to government-wide systems or processes?
- Innovative approaches and/or creativity through new technologies, research, creative concepts or policy development?
- Demonstration of innovative service?
- Use of new technology to enhance program and service delivery or improve existing processes and procedures?
- Creation of new and unique programs, services or opportunities for NWT residents?
- Demonstration of scientific excellence?
- Creativity in management work practices or service delivery?

Exceptional Performance/Service Excellence – was there:

- Outstanding commitment to complex projects or ongoing activities?
- Unique contributions that demonstrate excellence and innovation?
- Personal milestones (i.e., national/international recognition) that support government objectives?
- Develops initiatives or produces/enhances opportunities for the GNWT?
- Outstanding performance and/or improvement in the direct or indirect delivery of service to the public?
- Quality, accessibility and reliability of services delivered?
- Creativity and innovation to meet client needs?

Leadership/Organizational Excellence – was there:

- Demonstration of leadership in best policy and management practice, openness and accountability?
- Enhancement in the quality of the workplace for employees and contribution to the enhancement of diversity, safety and health, workplace culture and employee development?
- Improvement in workplace processes by changing existing procedures for the better?
- Demonstration of well-defined strategic direction?
- Improvement in organisational performance and/or productivity, client service or provision of services?
- Presentation of an inspirational role model for the Public Service through professionalism and achievement?
- Use of measurement, benchmarking, best practices and innovative approaches?




Partnerships – was there:

- Economic or community development and/or job creation that contributes to an improved quality of life in the NWT?
- Improvement of services for clients or communities?
- Enhancement in communication and consultation with and between clients?
- Improvement in the level of inclusion of clients and/or communities in the development of government policy, processes and/or decisions?
- Improvement in the access of citizens and communities to government services and policy processes?
- Improvement in services that strengthen and enhance the social infrastructure of the NWT?

CREATING AN EFFECTIVE SUBMISSION

The following advice may be helpful in preparing your submission:

1. Read the criteria section and review the listed guiding points. Select the most appropriate general criteria for your submission. State the guiding point and clearly answer some or all of the related questions. Nominated employees/teams do not have to meet all the listed points.
2. If you do not have all the details on the achievement available, you may wish to talk to others such as someone from the team or the nominee's supervisor.
3. Where possible, the submission on the achievement should describe the following:
 - a) details about the achievement (i.e., objectives, location, number of people involved, etc.);
 - b) examples of success criteria (i.e., survey data, client feedback, trend analysis, etc.);
 - c) how the achievement relates to the areas mentioned with the award general criteria (innovation and creativity or exceptional performance/service excellence or leadership/organizational excellence or partnerships);
 - d) the nominee's role/contribution in the achievement;
 - e) who benefited from the nominee's contribution;
 - f) how the achievement, project or initiative was successful; and
 - g) any other information you feel will be helpful for the selection panel.
4. Avoid using unsubstantiated evidence or vague information (i.e., great improvement).

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5. Use plain language. Avoid the use of acronyms, abbreviations, and technical or scientific terms or processes if possible. When appropriate, use bullets and/or point form.
 6. When listing members for team nominations, ensure all individuals named have played a key role in the team's achievements.
 7. If a team is selected as a recipient, the team name provided on the nomination form is used on the Award.
 8. Information submitted may be used in promotion, publicity and speeches associated with the Award.

INQUIRIES

Inquiries should be directed to:

Director, Corporate Human Resources
Department of Human Resources
Government of the Northwest Territories
Box 1320, Yellowknife, NT, X1A 2L9
Phone: 867-920-3475
Fax: 867-873-0235
E-mail: chrs@gov.nt.ca

Completed nomination forms can be mailed to the address above, fax to 867-873-0235 or emailed to chrs@gov.nt.ca.



PREMIER'S AWARDS – Nomination Form

Premier's Award for Excellence

Premier's Collaboration Award

Nominee's Name: _____

Department: _____

Location (community): _____

Nominee's Phone Number: _____

Or

Team Nominee/Name: _____

Team Member	Department/Organization	Community	Phone Number

List more names if necessary

Nominator: _____

Nominator's Phone Number: _____

Are you willing to be recognized as the nominator? Yes No

Date: _____

On separate paper, please describe how the employee or team members have met at least one of the general criteria for the Premier's Awards. Please limit your description to four pages or less.

- Innovation and Creativity
- Exceptional Performance/Service Excellence
- Leadership/Organizational Excellence
- Partnerships



NOMINATION GUIDELINES

1. All nominations must be received by 5 p.m., Tuesday, April 15, 2008. Nominations received after this date will be considered ineligible for the Premier's Awards.
2. Individual nominees must be employees of the Government of the Northwest Territories and are eligible for consideration for the Premier's Award for Excellence.
3. Nominated teams whose members are all employees of the Government of the Northwest Territories are eligible for consideration for the Premier's Award for Excellence.
4. Managers, supervisors, peers, co-workers and clients outside of government may make nominations. Parties outside government may describe how nominee's achievement benefited the public and/or clients.
5. Employees are not permitted to nominate themselves.
6. Deputy Heads of GNWT Departments, Boards or Agencies are not eligible to receive a Premier's Award.
7. Nominations must follow the format in the nomination form and include specific information about the nominee's achievement.

For more information contact:

Director, Corporate Human Resources
Department of Human Resources
Box 1320
Yellowknife NT X1A 2L9
Phone: 867-920-3475 Fax: 867-873-0235
E-mail: chrs@gov.nt.ca

Nominations can be submitted mailing to the above address, fax to 867-873-0235 or emailed to chrs@gov.nt.ca.