Employee Recognition Awards

Nomination Form

The *Employee Recognition Awards* honour individuals and teams in the PEI civil service whose outstanding contributions strengthen our workplaces and the government services we deliver, as well as benefit the citizens of Prince Edward Island. Each award has a distinct criteria and purpose; full details are available in the *Employee Recognition Awards Guidelines*.

How to Nominate: To submit a nomination, please complete this form and forward it to PEI Public Service Commission. Each nomination must include at least one **endorsement letter**. Up to three endorsement letters will be accepted as part of the application. Endorsement letters must be provided by a third party (i.e. colleague, supervisor, deputy head, external stakeholder) and cannot be submitted by either the nominator or the nominee. Additional supporting materials, such as news articles, videos, or other digital documents, may also be included. You will receive an acknowledgement email once your nomination has been received. If you do not receive confirmation within two weeks, please contact us.

PEI Public Service Commission
PO Box 2000 Charlottetown PE C1A 7N8
Email: EmployeeExperience@gov.pe.ca

EMPLOYEE RECOGNITION AWARD:	
For which Employee Recognition Award are you submitting the nomination?	
☐ Premier's Excellence in Leadership Award ☐ Annual Premier's Leadership Award for Equity, Diversity, and Inclusion in the Public Service ☐ Departmental Innovation Award ☐ Douglas MacMaster Memorial Occupational Health and Safety Award ☐ Engagement and Collaboration Award	
NOMINATION:	
Individual(s) being nominated, including position title(s): *If you nominate a group, please name each individual in the group.*	
Group Name (if applicable):	
Project Name (if applicable):	
Ministry/Organization:	Division/Branch:
Location:	
Email:	Phone Number:
Mailing Address:	
Has this nomination been previously submitted for an award? ☐ Yes ☐ No ☐ Unsure	
I've ensured that the nominee is aware of this nomination: ☐ Yes ☐ No	
Is the Deputy Minister (or equivalent) aware of this nomination? ☐ Yes ☐ No *The PSC will inform each Human Resource Team and Deputy Minister of the nominations submitted by their department.	
If awarded, include the following name(s) on Award Certificate: ☐ Group Name ☐ Individual Name(s) ☐ Both Group and Individuals	
NOMINATOR:	
Nominator's Name(s):	
Ministry/Organization:	Division/Branch:
Email:	Phone Number:
Relationship to Nominee:	

RATIONALE FOR NOMINATION:
Summarize and describe the rationale for the nomination for the award. Consider the circumstances, people involved, performance, impact, and/or outcomes that led to this nomination (max 200 words):

AWARD CRITERIA
Please review the award criteria for the award in the *Employee Recognition Awards Guidelines* and describe the requested information below. Please include specific examples of how the nominee(s) met the award criteria. **Please attach additional pages if needed.**

LETTER OF ENDORSEMENT:
Each nomination must include at least one endorsement letter. Up to three endorsement letters will be accepted as part of the application. Endorsement letters must be provided by a third party (i.e. colleague, supervisor, deputy head, external stakeholder) and cannot be submitted by either the nominator or the nominee.

SIGNATURES:	
Nominator signature:	**Date (month/day/year):**