



PUBLIC SERVICE EXCELLENCE AWARD

FREQUENTLY ASKED QUESTIONS

What is the Public Service Excellence Award?

The Public Service Excellence Award Programme (PSEA) aims to recognise high performers, and improve employee morale in the Public Service.

Does the Employee of Quarter Programme still exist?

The Public Service Excellence Award Programme replaces the Employee of the Quarter Programme.

When will the ceremony be held?

Public Service Excellence Awards will be awarded annually in June or July.

What is the process for nominating an officer?

Once you have identified a public officer who meets the criteria and the requirements for an award category, fill out the Nomination Form and submit the completed form to the ministry/department where the officer is employed.

Where can I locate the Nomination Form and PSEA Policy?

The Nomination Form and PSEA Policy are available on the Government's website (www.bvi.gov.vg). These resources are also available at the Department of Human Resources and each Ministry's Human Resources Unit.

Who can be nominated?

All full time officers with at least two (2) consecutive years of service (at the time of nomination) in the Public Service shall be eligible for consideration. An exception may be considered in the categories of *Volunteering* and *Heroism*.

A nominee shall:

- 1 have at least a satisfactory performance evaluation and have no current or pending disciplinary matters for the period of consideration.
- 2 Consistently demonstrate good work habits, be dedicated to his/her job and exhibit good working relationships.
- 3 only be nominated in one category per year.
- 4 meet attendance standards.

Can I nominate someone who does not work in my ministry/department?

You may nominate a public officer who works in another ministry/department.

How many persons can I nominate?

You may nominate any number of persons who meet the established nomination and award criteria.

When can I nominate someone?

Nomination Forms can be submitted throughout the year. The deadline for submission of nominations will be announced by the Steering Committee annually.

Can I nominate myself?

You may not nominate yourself for an award.

What are the award categories?

There are eight (8) award categories:

*Leadership in Excellence

recognises managers and supervisors who exhibit specific leadership and management traits.

**Eligibility: Permanent Secretaries, Heads of Departments, Deputy Secretaries and Assistant Secretaries*

Personal and Professional Excellence

recognises officers who demonstrate an outstanding level of accomplishment in furthering the ministry's/department's objectives.

Service to Clients

recognises officers who provide or foster a culture that nurtures excellence in service delivery.

Administrative Support

recognises officers who demonstrate an outstanding level of accomplishment in providing administrative and technical support.

Volunteering

recognises an officer or a team involved in (i) community service initiatives that impacts lives within the community; or (2) projects/ assignments for another ministry/ department outside of office hours.

Organisational Development

recognises officers who contribute to an organisational culture that is constantly learning and growing, and officers who enhance services within the Public Service.

Scientific/ Engineering or Technological Achievements

recognises scientific/ engineering or technological breakthroughs that significantly impact the Public Service.

Heroism

recognises an act of heroism by an officer or group of officers that is in the public interest or connected with or related to official employment. Heroism is defined as exhibiting courage and self-sacrifice.

For full descriptions of the award categories review the PSEA policy.

Can an external organization nominate someone for the Volunteering Award?

Nominations may be submitted by registered non-profit organisations and the form must be signed by the head of the organisation.

If I am nominated, do I have to attend an interview?

An interview is not required for this recognition programme.

How is the winner selected?

The nomination forms are reviewed by the Ministerial Selection Committee. The Committee will select the winner based on the programme and award category criteria.

What types of awards will be given?

Awards may consist of a plaque or similar award, and a selected combination of: (1) compensatory days; (2) gym membership; (3) professional training opportunity.

How will I know if I have won an award?

If you win the award, you will be contacted by the Public Service Excellence Award Steering Committee.



Department of Human Resources

For more information about the Public Service Excellence Award:

Contact the Department of Human Resources at:

Phone: (284) 468-2178

Fax: (284) 468-3191

Email: hrdbvi@gov.vg

Website: www.bvi.gov.vg

OR Contact your Ministry's Human Resources Unit