



Public Service Excellence Award Programme NOMINATION & SELECTION PROCESS CHECKLIST

NOMINATIONS

The following section outlines the nominations process and eligibility criteria:

1. 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*.
2. A nominee:
 - a. shall have at least a satisfactory performance evaluation and have no current or pending disciplinary matters for the period of consideration.
 - b. may only be nominated in one category per year.
 - c. shall meet attendance standards.
 - d. shall demonstrate consistently good work habits, be dedicated to his/her job and exhibit good working relationships.
3. Any officer may nominate a colleague for the Public Service Excellence Award using the Nomination Form.
4. Each nominator should clearly illustrate the justification for the nomination. Justifications should be based on the specific award criteria.
5. All sections of the Nomination Form must be completed for a nominee to be considered for the award.
6. The Nomination Form is available on the Government's website (www.bvi.gov.vg) and available at each Ministry and Department.
7. Nomination Forms can be submitted throughout the year. The deadline for submission of nominations will be announced by the Steering Committee annually.
8. Each nomination form will be logged and referred to the Ministerial Human Resources Manager for clearance to ensure the eligibility criteria for the nominee(s) are met.
9. All completed nomination forms must be sent to the Ministerial Human Resources Manager, confidentially, either by mail or email.
10. Nominations will be reviewed by the respective Ministerial Selection Committee.
11. Final selection of the award will be determined by a majority vote of the Ministerial Selection Committee.
12. Nominations will be valid for a period of six (6) months.
13. If there is no nominee for an award or if the Ministerial Selection Committee chooses not to select someone for an award, there will be no award issued for that period.

SELECTION PROCESS

This section outlines the selection process:

1. The Public Service Excellence Award recipient for the Ministry will be determined through a selection process.
2. The selection of the Public Service Excellence Award recipient will be conducted by members of the Ministerial Selection Committee. Nominations will be considered against the award-specific criteria as well as the following elements:
 - a. **Promotion or demonstration of the core values and behaviours set out in his/her Performance Competency Standards:** Has the nominee acted (where relevant) with honesty, integrity, impartiality and objectivity?
 - b. **Measurable benefits:** Does the nomination provide evidence that demonstrates how the project or programme is having a notable effect?
 - c. **Working in partnership:** Has the nominee introduced effective joint working arrangements that bring together colleagues, those in other teams, departments or other internal or external organisations?
 - d. **Sustainability:** Will the initiative/practice described leave a lasting legacy and can it be replicated across government?
 - e. **Innovation:** Has the nominee used innovative approaches, and made the best of technology available, which have resulted in a step up from business as usual and delivered real benefits to end users?
 - f. **Impact:** Has the nominee made an impact beyond their immediate team/department/ministry?
3. For the selection process to proceed there must be a quorum of at least a half of the membership of the Ministerial Selection Committee. If the quorum is not met, the meeting will be rescheduled.
4. Scoring sheet and final scores must be submitted to the Public Service Excellence Award Steering Committee. The Steering Committee will vet the selection process, ensuring that the established guidelines and procedures were followed before the final decision of the recipient is determined.
5. The Steering Committee will announce the recipients of the award for each ministry.

FURTHER INFORMATION

Full details of the programme are available in the Public Service Excellence Award Programme policy available on the Government's website (www.bvi.gov.vg), at the Department of Human Resources and each Ministry's Human Resources Unit.

Alternatively, contact your Ministerial Human Resources Manager or the Employee Relations Unit at extension 5141 for additional information regarding the Public Service Excellence Award Programme.