EXCELLENCE IN PUBLIC SERVICE AWARDS

A GUIDE TO THE OBJECTIVE SELECTION

ESTABLISHMENT, PERSONNEL AND TRAINING DEPARTMENT

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INTRODUCTION

The Government of Dominica Excellence in the Public Service Awards is designed to publicly acknowledge the efforts of outstanding public officers in the Commonwealth of Dominica. This activity will take place every two years, and will be the hallmark event for the observance of Public Service Day.

RATIONALE

The employees of all organizations are considered its most valuable asset. Therefore, time should always be set aside to recognize, honour, and reward them.

The Excellence in the Public Service Awards represents Government's initiative to demonstrate to public officers that their efforts are being appreciated. This is important for many reasons:

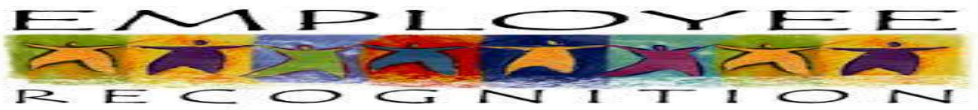
- The services of Public Officers are critical to an effective government system.
- Public Officers are key players in the achievement of economic growth and development.
- Democracy and successful governance are built on a motivated, competent and responsible public service

The Awards and Recognition also has the effect of improving the image, role, prestige and visibility of the public service.

OBJECTIVES

The Excellence in the Public Service Awards was established to achieve the following objectives:

- To nobly reward outstanding officers for their dedication and hard work.
- To recognize the talent and contribution of outstanding officers.
- To encourage all officers to improve the quality of work and to maintain high levels of performance.
- To enhance employee satisfaction and to create a sense of value
- To encourage replication and sustainability of exemplary behavior.
- To promote the core values of excellence, productivity and professionalism.



CATEGORIES

An Award will be presented in each of the categories listed in table one. The table also offers a description of each award.

Table One

Categories, Description, Level and Presenter

NO.	Name of Award	Description	Level	Presenter
1	Public Officer of the year	Most outstanding awardee among the recipients of **all** the awards.		Prime Minister
2	Chief Personnel Officer	Awarded to a Head of Division selected by the CPO		Chief Personnel Officer
3	Senior Management	Most outstanding Senior Manager.	11 – 16	His Excellency the President of Dominica
4	Middle Management	Most outstanding Middle Manager	9 – 10	Cabinet Secretary, Financial Secretary, or any other identified officials
5	Senior Officer	Most outstanding Senior Officer	5 – 8	Cabinet Secretary, Financial Secretary, or any other identified officials
6	Junior Officer	Most outstanding Junior Officer	1 – 4	Head of Department
7	Temporary officer	Most outstanding temporary Officer		Cabinet Secretary, Financial Secretary, or any other identified officials
8	Jerry Augustine	Most outstanding Messenger/ Office Attendant.	I/II	Family member of Mr. Jerry Augustine (deceased)
9	Team Award	Most outstanding team.		Prime Minister
10	Minister for the Public Service	Best Punctuality (Individual)		Minister for the Public Service
11	Minister for the Public Service	Best Punctuality (Ministry/Department/ Division/Unit)		Minister for the Public Service

ELIGIBILITY

Nominees for the award must be:

- Employed in the public service for no less than 4 years
- In the position for two consecutive years.
- A national of the Commonwealth of Dominica or non-national working and residing in Dominica for more than five years.

THE AWARD

The award will consist of the presentations of certificates, plaques/ trophies, and an honorarium of an approved amount, to the most outstanding officer in each category.

METHOD OF RECOGNITION

A graphical presentation of the method of recognition is shown in table two.

TABLE TWO

METHOD OF RECOGNITION

AWARD CATEGORY	Corsage	Plaque/ Trophy	Certificate	Honoraria	Citation
Public Officer of the year	√	√	√	√	√
Chief Personnel Officers Award	√	√	√	√	√
Team Award	√	√	√	√	√
Senior Management	√	√	√	√	√
Middle Management	√	√	√	√	√
Senior Officer	√	√	√	√	√
Junior Award	√	√	√	√	√
Temporary Officer	√	√	√	√	√
Jerry Augustine Award	√	√	√	√	√
Minister for Public Service – Punctuality Individual	√	√	√	√	√
Minister for the Public Service – Punctuality Department/Division/Unit	√	√	√		
Theme Award	√			√	
Retirees	√	√			

PRESENTATION OF AWARDS

The certificates and awards will be presented by selected public officers, government or other honorary officials as specified in table one, or as identified by the Chief Personnel Officer.

THE SELECTION, VETTING AND JUDGING PROCESS

The selection process will take place at the first, second and fourth levels.

The role and function performed at each level of selection will be as follows:

1. **Division/Section/Unit Level** – One or more nominees may be selected for each category
2. **Line Ministry /Department Level**
   - Establish internal selection committee which will select the outstanding officers among the nominees recommended by the Units/Divisions/Sections.
   - The names of nominees in each category receiving scores of 90% or more must be submitted for the award.
   - Ensure that **all** relevant documents] are included in package to be submitted to EPTD. NB - The EADRs must already be in the database of the EPTD.
   - Establish internal deadline in order to meet target date set by EPTD
   - Submit the package to the Chief Personnel Officer on or before the stated deadline.

GENERAL INSTRUCTIONS FOR SUBMITTING NOMINATIONS

The package containing the list of nominees from each Ministry/Department must include:

Form 1 Nominee's Information
Form 2 Supervisor's Recommendation
Form 3 Colleague's Reference Information
Form 4 Team's Reference Information
Citation

Please note:

- **Form 1** must be completed by the nominee.
- *If forms are reproduced, they must be labeled "**Form 1, 2, 3 or 4**" respectively.)*
- **Citations** should include information on general deportment and attitude, consistency in performance and team spirit etc.)

Persons completing the recommendation and reference forms must:

- Place them in a sealed envelope with their name written across the seal.

All documents must be neatly and legibly written or typed and submitted together in one envelope.

CHECKLIST FOR SUBMITTING NOMINATIONS

When the package containing the nominations is being submitted to the Chief Personnel Officer, ensure it includes:

Completed Nominee's Information - Form1	☐
Sealed Supervisor's Recommendation - Form 2	☐
Sealed Colleague's Reference Information - Form 3	☐
Citation	☐
Completed EADRs for the two last reporting periods. This is to be sourced from EPTD's database.	☐
Completed Team's Nomination – **Form 4**, and the accompanying relevant information and supporting documents (work programmes, reports/statistical summary etc.).	☐

Completed package submitted no later than August 31. ☐

COMPLETED FORMS SHOULD BE SENT TO:

The Chief Personnel Officer

Establishment, Personnel and Training Department

Government Headquarters

Documents submitted without all the required information in one complete package, will not be considered.

(Late submissions will not be considered)

3. *Establishment, Personnel and Training Department- Vetting process*

- Reviews all forms received for correctness and completeness.
- Liaises with Ministries/Department where necessary.
- Tabulates the data received using the established format.
- Submits list of **all** nominees and summarized information to selection committee

4. *SELECTION COMMITTEE - Selection/Judging Process*

- Selection of a chairperson
- Convening of meetings to review and examine Nominee's Information, Supervisor's recommendation and Colleague's Reference Forms, citations, EADRs and all other supporting documents submitted by EPTD
- Scores are assigns to each nominee based on the given criteria.
- Short-listing of the three finalists in each category based on the scores received.
- Selection of the most outstanding officer in each category.
- Selection of the Public Officer of the Year. The committee will select the officer with the highest score among all the categories as the Public Officer of Year.

Composition of Committee: The selection committee shall comprise five members as follows:

- Retired public officers (3)
- Member of organizations with relevant Human Resource Management experience (2).

FORM 1

NOMINEE'S INFORMATION

To be completed by nominee

Name: _____

Ministry/Department: _____

Division/Unit: _____Tele:_____

Position: _____

Official Email: _____

Supervisor's Name & Position: _____

Date of first employment in the public service: _____

Date of Appointment in Public Service:_____

Current Status: Temporary ☐ Permanent ☐

Last two places stationed:

Position	Min/Dept./Unit	From	To

Describe your accomplishments and contribution to the development of the Unit/Division in terms of work output, initiative and teamwork etc., for the past two years.

_____

_____

_____

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Nominee's Signature: _____

Date_____

FORM 2

SUPERVISOR'S RECOMMENDATION

Nominee's Name: _____

Ministry/Department: _____

Division/Unit/Section: _____

Supervisor's Name: _____

Position/Title: _____

Work location: _____

Tel: _____ Official E-mail:_____

1. How long have you worked with the officer? _____

2. Describe the impact of the officer's contributions to the work place.
(Include noteworthy accomplishments, skills, innovativeness etc.)

_____

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3. Comment on the officer's work ethics and efficiency, ability to communicate with and inspire others, and role as a team player.

_____

_____

_____

_____

_____

Supervisor's Signature _____

Date_____

Form 3

COLLEAGUE'S REFERENCE INFORMATION

Nominee's Name: _____

Ministry/Department: _____

Division/Unit/Section: _____

Colleague's Name_____

Position/Title: _____

Tele: _____

Official E-mail: _____

1. How long have you worked with the officer? _____

2. How has the officer influenced or inspired you. Comment on the officer's interpersonal relations skills.

_____

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Signature: _____

Date: _____

FORM 4

TEAM NOMINATION

Name of Team: _____

Ministry/Department: _____

Division/Unit: _____

Team Leader: _____

Name of Team Supervisor: _____

Title: _____

Tele: _____ Official E-mail: _____

Team members and position:

No.	Name	Position

Team's Roles and Functions:

_____

_____

_____

_____

List team's accomplishments for the past two years:-

Accomplishments	**General Comments**

NB: Please provide relevant information and supporting documents (work programmes, reports/statistical summary etc.)

Head of Division/Unit: _____

Signature: _____

Date: _____

THE JERRY AUGUSTINE AWARD

(Messenger/Office Attendant Established/Non-Established)

(For Use by the Line Ministries)

Ministry/Department:					
Division/Unit:					
Name:	**POSITION**				
Attributes	**Key: 5 to 1 (O – 5; EE-4; ME-3; ND -2; U - 1)**				
	5	**4**	**3**	**2**	**1**
1. Demonstrates support for the goals and policies of the department					
2. Operates within required workplace policies, procedures, rules and regulations					
3. Acknowledges and responds to supervision and instruction					
4. Maintains confidentiality of information received in line with operating directives					
5. Complies with departmental requirements relating to the use of government resources.					
6. Maintains physical security of department records and information used in executing duties					
7. Dependable, pleasant and cooperative					
8. Attends work regularly with all absences covered by notification, approval or medical certification					
9. Begins and ends work at the required time					
10. Willingly goes the extra mile to facilitate the effective service delivery.					
11. Demonstrates respect in all interactions with colleagues and the public					
12. Is a role model to other employees					
Sub totals					
Total score /60					

KEY

O - Outstanding, EE - Exceed Expectation,
ME- Meets Expectation, ND Needs Development, U- Unsatisfactory

TEAM AWARD

(For Use by the Line Ministries)

MINISTRY/DEPARTMENT:					
DIVISION/UNIT:					
NAME:					
Attributes	**Key: 1 to 5 (O – 5; EE - 4; ME - 3; ND - 2; U-1)**				
	5	**4**	**3**	**2**	**1**
1. Timely accomplishments of goals and objectives.					
2. Operates within required workplace policies, procedures, rules and regulations					
3. Demonstrates support for the goals and policies of the Division.					
4. Maintains confidentiality of information received in line with operating directives					
5. Team through special efforts contribute to positive change in their Division/Unit and the public service in general					
6. Effectively communicates information to colleagues and clients					
7. Shares knowledge and resources with colleagues					
8. Devises methods for making the team more productive					
9. Consults, cooperates and collaborates with colleagues to meet organizational goals and objectives					
10. Demonstrates respect in all interactions with colleagues and the public					
11. Maintains camaraderie among team members and other colleagues					
12. Encourages resolution of conflict within the group					
Sub totals					
Total score /60					

KEY

O - Outstanding, EE - Exceed Expectation,
ME- Meets Expectation, ND Needs Development, U- Unsatisfactory

SENIOR MANAGEMENT AWARD

(For Use by the Line Ministries)

MINISTRY/ DEPARTMENT:					
Division/Unit:					
NAME:	**POSITION:**				
Attributes	**Key: 5 to 1 (O – 5; EE - 4; ME - 3; ND - 2; U-1)**				
	5	**4**	**3**	**2**	**1**
1. Demonstrates effective planning, management and leadership skills in achieving the goals and policies of the ministry/department					
2. Possesses strong and effective interpersonal, communications and public relations skills.					
3. Responds positively to innovation and change					
4. Communicates a clear sense of purpose in achieving the goals and objectives of the ministry/department.					
5. Engenders a culture of teamwork, professionalism and high performance in the workplace.					
6. Effectively involves others in decision making process.					
7. Attends work regularly and on time with all absences covered by notification, approval or medical certification.					
8. Demonstrates sound judgment in dealing with routine and complex issues					
9. Maintains confidentiality of information received in line with operating directives					
10. Demonstrates integrity in all interactions with colleagues and the public					
11. Ensures that all work assignments are free from attracting conflict of interest allegations					
12. Maintains physical security of department records and information used in executing duties					
13. Complies with departmental requirements relating to the use of government resources made available as part of working environment					
14. Completes EADR for all staff under his/her supervision at the required time					
15. Exhibits sound knowledge and application of the legal and regulatory framework within which the public service functions					

16. Demonstrates strength of character by providing professional advice, and when having to take unfavourable decisions.					
17. Ensures that the Division's activities are well documented, reported on and archived.					
18. Ensures that there are effective system in place for staff orientation, training, motivation and reward.					
19. Is a role model to other employees					
20. Effectively mobilizes for additional resources to implement the activities of the Department.					
Sub totals					
Total score /100					

KEY

O - Outstanding, EE - Exceed Expectation,
ME- Meets Expectation, ND Needs Development, U- Unsatisfactory

MIDDLE MANAGEMENT AWARD

(For Use by the Line Ministries)

MINISTRY/DEPARTMENT:					
DIVISION/UNIT					
NAME:	**POSITION:**				
Attributes	**Key: 5 to 1 (O – 5; EE - 4; ME - 3; ND - 2; U - 1)**				
	5	**4**	**3**	**2**	**1**
1. Demonstrates support for the goals and policies of the department					
2. Operates within required workplace policies, procedures, rules and regulations					
3. Maintains confidentiality of information in line with operating directives					
4. Complies with requirements relating to the use of available resources					
5. Acknowledges and responds to supervision and instruction					
6. Works adequately with minimal supervision					
7. Produces quality work in accordance with agreed standards					
8. Prioritizes tasks and manages time for effective service delivery					
9. Responds positively to innovation and change					
10. A good team player and role model to junior officers					
11. Treats others with respect					
12. Possesses strong and effective interpersonal and communication skills					
13. Attends work regularly with all absences covered by notification, approval or medical certification					
14. Begins and ends work at the required time					

15. Identifies problems and takes steps to address them					
16. Adopts creative means to deliver quick and effective service to both internal and external customers					
Sub totals					
Total score /80					

KEY

O - Outstanding, EE - Exceed Expectation,
ME- Meets Expectation, ND Needs Development, U- Unsatisfactory

SENIOR OFFICER AWARD

(For Use by the Line Ministries)

MINISTRY/DEPARTMENT:					
DIVISION/UNIT:					
NAME:	**POSITION:**				
Attributes	**Key: 5 to 1 (O – 5; EE - 4; ME - 3; ND - 2; U - 1)**				
	5	**4**	**3**	**2**	**1**
1. Demonstrates support for the goals and policies of the department					
2. Discharges functions with minimal supervision					
3. Operates within required workplace policies, procedures, rules and standards					
4. Produces quality work					
5. Identifies problems and takes steps to address them					
6. Willingly works outside of the normal working hours to complete assigned task					
7. Responds to both internal and external customers within the set time standard of the ministry/ department					
8. Attends work regularly with all absences covered by notification, approval or medical certification					
9. Begins and ends work at the required time					
10. Acknowledges and responds to supervision and instruction					
11. Maintains confidentiality of information received in line with operating directives					
12. Demonstrates integrity in all interactions with colleagues and the public at all times					
13. Maintains physical security of department records and information used in executing duties					

14. Responds sensitively and courteously in dealing with the public and other personnel					
15. Gives complete and accurate information to the public and other employees					
16. Listens attentively and asks questions to ensure understanding of other person's ideas, opinions and/or requests for information etc.					
Sub totals					
Total score /80					

KEY

O - Outstanding, EE - Exceed Expectation,
ME- Meets Expectation, ND Needs Development, U- Unsatisfactory

JUNIOR OFFICER AWARD

(For Use by the Line Ministries)

MINISTRY/DEPARTMENT:					
DIVISION/UNIT:					
NAME:	**POSITION:**				
Attributes	**Key: 5 to 1 (O – 5; EE - 4; ME - 3; ND - 2; U - 1)**				
	5	**4**	**3**	**2**	**1**
1. Demonstrates support for the goals and policies of the department					
2. Discharges functions with minimal supervision					
3. Identifies problems and takes steps to address them					
4. Produces quality work					
5. Adheres to the dress code					
6. Treats others with dignity and respect					
7. Responds to both internal and external customers within the set time standard of the ministry/ department					
8. Attends work regularly with all absences covered by notification, approval or medical certification					
9. Begins and ends work at the required time					
10. Acknowledges and responds to supervision and instruction					
11. Maintains confidentiality of information received in line with operating directives					
12. Demonstrates integrity in all interactions with colleagues and the public at all times					
13. Maintains physical security of department records and information used in executing duties					
14. Responds sensitively and courteously in dealing with the public and other personnel					
15. Gives complete and accurate information to the public and other employees					
16. Listens attentively and asks questions to ensure understanding of other person's ideas, opinions and/or requests for information etc.					
Sub totals					
Total score /80					

KEY

O - Outstanding, EE - Exceed Expectation,
ME- Meets Expectation, ND Needs Development, U- Unsatisfactory

TEMPORARY OFFICER AWARD

(For Use by the Line Ministries)

MINISTRY/DEPARTMENT:					
DIVISION/UNIT:					
NAME:	**POSITION:**				
Attributes	**Key: 5 to 1 (O – 5; EE - 4; ME - 3; ND - 2; U - 1)**				
	5	**4**	**3**	**2**	**1**
17. Demonstrates support for the goals and policies of the department					
18. Discharges functions with minimal supervision					
19. Identifies problems and takes steps to address them					
20. Produces quality work					
21. Adheres to the dress code					
22. Treats others with dignity and respect					
23. Responds to both internal and external customers within the set time standard of the ministry/ department					
24. Attends work regularly with all absences covered by notification, approval or medical certification					
25. Begins and ends work at the required time					
26. Acknowledges and responds to supervision and instruction					
27. Maintains confidentiality of information received in line with operating directives					
28. Demonstrates integrity in all interactions with colleagues and the public at all times					
29. Maintains physical security of department records and information used in executing duties					
30. Responds sensitively and courteously in dealing with the public and other personnel					
31. Gives complete and accurate information to the public and other employees					
32. Listens attentively and asks questions to ensure understanding of other person's ideas, opinions and/or requests for information etc.					
Sub totals					
Total score /80					

KEY

O - Outstanding, EE - Exceed Expectation,
ME- Meets Expectation, ND Needs Development, U- Unsatisfactory

MINISTER FOR THE PUBLIC SERVICE AWARD

REGULARITY AND PUNCTUALITY

Best Attendance - Individual

The winner for this award will be selected from the Time Log submitted by the various Ministries/Departments.

MINISTER FOR THE PUBLIC SERVICE AWARD

PUNCTUALITY

Best Ministerial/Departmental Attendance

The winner will be taken from the Time Log submitted by the various Ministries/Departments.

THE JERRY AUGUSTINE AWARD

(Messenger/Office Attendant Established/Non-Established)

(For Use by Selection Committee)

Ministry/Department:					
Division/Unit:					
Name:	**POSITION**				
Attributes	**Key: 5 to 1 (O – 5; EE-4; ME-3; ND -2; U - 1)**				
	5	**4**	**3**	**2**	**1**
1. Demonstrates support for the goals and policies of the department					
2. Operates within required workplace policies, procedures, rules and regulations					
3. Acknowledges and responds to supervision and instruction					
4. Maintains confidentiality of information received in line with operating directives					
5. Complies with departmental requirements relating to the use of government resources.					
6. Maintains physical security of department records and information used in executing duties					
7. Dependable, pleasant and cooperative					
8. Attends work regularly with all absences covered by notification, approval or medical certification					
9. Begins and ends work at the required time					
10. Willingly goes the extra mile to facilitate the effective service delivery.					
11. Demonstrates respect in all interactions with colleagues and the public					
12. Is a role model to other employees					
Sub totals					
Total score /60					

KEY

O - Outstanding, EE - Exceed Expectation,
ME- Meets Expectation, ND Needs Development, U- Unsatisfactory

TEAM AWARD

(For Use by Selection Committee)

MINISTRY/DEPARTMENT:					
DIVISION/UNIT:					
NAME:					
Attributes	**Key: 1 to 5 (O – 5; EE - 4; ME - 3; ND - 2; U-1)**				
	5	**4**	**3**	**2**	**1**
1. Timely accomplishments of goals and objectives.					
2. Operates within required workplace policies, procedures, rules and regulations					
3. Demonstrates support for the goals and policies of the Division.					
4. Maintains confidentiality of information received in line with operating directives					
5. Team through special efforts contribute to positive change in their Division/Unit and the public service in general					
6. Effectively communicates information to colleagues and clients					
7. Shares knowledge and resources with colleagues					
8. Devises methods for making the team more productive					
9. Consults, cooperates and collaborates with colleagues to meet organizational goals and objectives					
10. Demonstrates respect in all interactions with colleagues and the public					
11. Maintains camaraderie among team members and other colleagues					
12. Encourages resolution of conflict within the group					
Sub totals					
Total score /60					

KEY

O - Outstanding, EE - Exceed Expectation,
ME- Meets Expectation, ND Needs Development, U- Unsatisfactory

SENIOR MANAGEMENT AWARD

(For Use by Selection Committee)

MINISTRY/ DEPARTMENT:					
Division/Unit:					
NAME:	**POSITION:**				
Attributes	**Key: 5 to 1 (O – 5; EE - 4; ME - 3; ND - 2; U-1)**				
	5	**4**	**3**	**2**	**1**
21. Demonstrates effective planning, management and leadership skills in achieving the goals and policies of the ministry/department					
22. Possesses strong and effective interpersonal, communications and public relations skills.					
23. Responds positively to innovation and change					
24. Communicates a clear sense of purpose in achieving the goals and objectives of the ministry/department.					
25. Engenders a culture of teamwork, professionalism and high performance in the workplace.					
26. Effectively involves others in decision making process.					
27. Attends work regularly and on time with all absences covered by notification, approval or medical certification.					
28. Demonstrates sound judgment in dealing with routine and complex issues					
29. Maintains confidentiality of information received in line with operating directives					
30. Demonstrates integrity in all interactions with colleagues and the public					
31. Ensures that all work assignments are free from attracting conflict of interest allegations					
32. Maintains physical security of department records and information used in executing duties					
33. Complies with departmental requirements relating to the use of government resources made available as part of working environment					
34. Completes EADR for all staff under his/her supervision at the required time					
35. Exhibits sound knowledge and application of the legal and regulatory framework within which the public service functions					

36. Demonstrates strength of character by providing professional advice, and when having to take unfavourable decisions.					
37. Ensures that the Division's activities are well documented, reported on and archived.					
38. Ensures that there are effective system in place for staff orientation, training, motivation and reward.					
39. Is a role model to other employees					
40. Effectively mobilizes for additional resources to implement the activities of the Department.					
Sub totals					
Total score /100					

KEY

O - Outstanding, EE - Exceed Expectation,
ME- Meets Expectation, ND Needs Development, U- Unsatisfactory

MIDDLE MANAGEMENT AWARD

(For Use by Selection Committee)

MINISTRY/DEPARTMENT:					
DIVISION/UNIT					
NAME:	**POSITION:**				
Attributes	**Key: 5 to 1 (O – 5; EE - 4; ME - 3; ND - 2; U - 1)**				
	5	**4**	**3**	**2**	**1**
1. Demonstrates support for the goals and policies of the department					
2. Operates within required workplace policies, procedures, rules and regulations					
3. Maintains confidentiality of information in line with operating directives					
4. Complies with requirements relating to the use of available resources					
5. Acknowledges and responds to supervision and instruction					
6. Works adequately with minimal supervision					
7. Produces quality work in accordance with agreed standards					
8. Prioritizes tasks and manages time for effective service delivery					
9. Responds positively to innovation and change					
10. A good team player and role model to junior officers					
11. Treats others with respect					
12. Possesses strong and effective interpersonal and communication skills					
13. Attends work regularly with all absences covered by notification, approval or medical certification					
14. Begins and ends work at the required time					
15. Identifies problems and takes steps to address them					

16. Adopts creative means to deliver quick and effective service to both internal and external customers					
Sub totals					
Total score /80					

KEY

O - Outstanding, EE - Exceed Expectation,
ME- Meets Expectation, ND Needs Development, U- Unsatisfactory

SENIOR OFFICER AWARD

(For Use by Selection Committee)

MINISTRY/DEPARTMENT:					
DIVISION/UNIT:					
NAME:	**POSITION:**				
Attributes	**Key: 5 to 1 (O – 5; EE - 4; ME - 3; ND - 2; U - 1)**				
	5	**4**	**3**	**2**	**1**
1. Demonstrates support for the goals and policies of the department					
2. Discharges functions with minimal supervision					
3. Operates within required workplace policies, procedures, rules and standards					
4. Produces quality work					
5. Identifies problems and takes steps to address them					
6. Willingly works outside of the normal working hours to complete assigned task					
7. Responds to both internal and external customers within the set time standard of the ministry/ department					
8. Attends work regularly with all absences covered by notification, approval or medical certification					
9. Begins and ends work at the required time					
10. Acknowledges and responds to supervision and instruction					
11. Maintains confidentiality of information received in line with operating directives					
12. Demonstrates integrity in all interactions with colleagues and the public at all times					
13. Maintains physical security of department records and information used in executing duties					

14. Responds sensitively and courteously in dealing with the public and other personnel					
15. Gives complete and accurate information to the public and other employees					
16. Listens attentively and asks questions to ensure understanding of other person's ideas, opinions and/or requests for information etc.					
Sub totals					
Total score /80					

KEY

O - Outstanding, EE - Exceed Expectation,
ME- Meets Expectation, ND Needs Development, U- Unsatisfactory

JUNIOR OFFICER AWARD

(For Use by Selection Committee)

MINISTRY/DEPARTMENT:					
DIVISION/UNIT:					
NAME:	**POSITION:**				
Attributes	**Key: 5 to 1 (O – 5; EE - 4; ME - 3; ND - 2; U - 1)**				
	5	**4**	**3**	**2**	**1**
1. Demonstrates support for the goals and policies of the department					
2. Discharges functions with minimal supervision					
3. Identifies problems and takes steps to address them					
4. Produces quality work					
5. Adheres to the dress code					
6. Treats others with dignity and respect					
7. Responds to both internal and external customers within the set time standard of the ministry/ department					
8. Attends work regularly with all absences covered by notification, approval or medical certification					
9. Begins and ends work at the required time					
10. Acknowledges and responds to supervision and instruction					
11. Maintains confidentiality of information received in line with operating directives					
12. Demonstrates integrity in all interactions with colleagues and the public at all times					
13. Maintains physical security of department records and information used in executing duties					
14. Responds sensitively and courteously in dealing with the public and other personnel					
15. Gives complete and accurate information to the public and other employees					
16. Listens attentively and asks questions to ensure understanding of other person's ideas, opinions and/or requests for information etc.					
Sub totals					
Total score /80					

KEY

O - Outstanding, EE - Exceed Expectation,
ME- Meets Expectation, ND Needs Development, U- Unsatisfactory

TEMPORARY OFFICER AWARD

(For Use by Selection Committee)

MINISTRY/DEPARTMENT:					
DIVISION/UNIT:					
NAME:	**POSITION:**				
Attributes	**Key: 5 to 1 (O – 5; EE - 4; ME - 3; ND - 2; U - 1)**				
	5	**4**	**3**	**2**	**1**
1. Demonstrates support for the goals and policies of the department					
2. Discharges functions with minimal supervision					
3. Identifies problems and takes steps to address them					
4. Produces quality work					
5. Adheres to the dress code					
6. Treats others with dignity and respect					
7. Responds to both internal and external customers within the set time standard of the ministry/ department					
8. Attends work regularly with all absences covered by notification, approval or medical certification					
9. Begins and ends work at the required time					
10. Acknowledges and responds to supervision and instruction					
11. Maintains confidentiality of information received in line with operating directives					
12. Demonstrates integrity in all interactions with colleagues and the public at all times					
13. Maintains physical security of department records and information used in executing duties					
14. Responds sensitively and courteously in dealing with the public and other personnel					
15. Gives complete and accurate information to the public and other employees					
16. Listens attentively and asks questions to ensure understanding of other person's ideas, opinions and/or requests for information etc.					
Sub totals					
Total score /80					

KEY

O - Outstanding, EE - Exceed Expectation,
ME- Meets Expectation, ND Needs Development, U- Unsatisfactory