

Nomination Form

Government of Yukon Aboriginal Employees Award of Honour

Recognizing the significant accomplishments of Yukon government Aboriginal public servants who have provided outstanding service or contributions to the Yukon government, fellow employees or to the citizens of Yukon.

The Aboriginal Employees Award of Honour provides an opportunity to showcase Aboriginal employee talents, aims to strengthen pride in the organization and calls attention to the good work of the Yukon public service. Up to two awards are presented annually.

Nomination deadline: Friday, October 18, 2013 at 5pm

All sections of the form must be completed. **Late or incomplete nominations will not be accepted.** The Government of Yukon Aboriginal Employees Award of Honour Selection Committee cannot help with nomination submissions and will not follow-up on incomplete nominations.

Nominees announced: At the fall Aboriginal Employees' Forum in October

Awards ceremony: Friday, November 29, 2013

Qualification

The **Nominee** must:

- be an employee or recent retiree of the Government of Yukon
- be Aboriginal, Yukon First Nation, Métis or Inuit
- not be the nominator
- consent to the nomination

If a member of the Aboriginal Employees Award of Honour Selection Committee or their immediate family is nominated for an award, the member will excuse themselves from that nomination discussion.



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Instructions

After completing the full nomination form, please get the nominee's signature, attach the additional narrative and submit the complete package to the address on page 5.

Nominee Info

Name:

Department: Phone Number:

Community Location:

→ Signature: Date:

Nominator Info

Name: Phone Number:

I state that has agreed* to this nomination.
(nominee)

→ Signature: Date:

** Nominations without the consent of the nominee will not be considered.*

Supporting Nominator Info

Name: Phone Number:

→ Signature: Date:



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Specific Criteria

Please tell us how the Aboriginal nominee has made significant contributions to the Government of Yukon by checking the box of one or more of the specific criteria listed below.

The nominee has:

- ☐ Mentored another employee who has significantly improved his or her work skills as a result of the mentorship
- ☐ Supported a non-Aboriginal employee in learning about and understanding First Nations heritage, language, culture or traditions
- ☐ Made efforts which have had a positive effect on the relationship between the Government of Yukon and a Yukon First Nation through a program, service or other means
- ☐ Supported and assisted Yukon First Nations in building capacity as it relates to self-government and implementation initiatives
- ☐ Excelled in Yukon government by attaining increased work-related responsibilities
- ☐ Excelled in the public service or demonstrated excellence during work experience assignments as a trainee or student
- ☐ Increased their skills through professional development opportunities or post-secondary certificates, diplomas or degrees
- ☐ Become a role model within the public service
- ☐ Improved workplace communications and relationships among Aboriginal and non-Aboriginal employees

General Criteria

Please tell us how the nominee has made significant contributions in any of the categories listed below by:

1. Checking the box of one or more of the three categories below (Outstanding Achievement, Excellence in Leadership and Public Service).
2. Checking the box of one or more of the criteria listed below your selected category.
3. In the attached narrative supporting your nomination, please explain clearly how the nominee demonstrated both the Specific and General Criteria.

☐ Outstanding Achievement

Employees who have had a significant and positive impact through an outstanding accomplishment.

Please select which criteria best describes the achievement(s) of your nominee:

- ☐ Longstanding public servant who has made significant contributions throughout their career
- ☐ Successful completion of a large-scale or high profile event or project

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- ☐ Exemplary actions during an emergency situation or exceptional circumstances
- ☐ Exceptional collaboration across boundaries to achieve success
- ☐ Outstanding knowledge, skill, creativity and innovation
- ☐ Other, please describe:

☐ **Excellence in Leadership**

Employees who demonstrate outstanding leadership and act as a role model for the public sector or community.

Please select which criteria best describes the achievement(s) of your nominee:

- ☐ Senior public servant who demonstrates excellence in leadership
- ☐ Acts as a role model and has a significant and positive influence on his/her colleagues
- ☐ Leadership has led to improved employee performance
- ☐ Innovation and initiative position him/her as a leader for positive change
- ☐ Has made significant positive advancements around the principles of diversity and inclusion
- ☐ Has made significant positive advancements toward creating a safe and healthy workplace
- ☐ Has made significant positive advancements in employee development and training
- ☐ Other, please describe:

☐ **Public Service**

Employees who achieve a high standard of customer service and provide effective, meaningful service to the public.

Please select which criteria best describes the achievement(s) of your nominee:

- ☐ Has significantly contributed to the success of corporate/department goals and objectives
- ☐ Provided exceptional service for Yukoners that has had a direct and positive impact on their lives
- ☐ Significantly improved Yukoners' access to public services, programs and information through their work
- ☐ Provided high quality service that is accessible and reliable
- ☐ Used creativity and innovation to meet client needs
- ☐ Made significant improvements to a process or program
- ☐ Other, please describe:



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Supporting Narrative

Along with the completed and signed nomination form, please attach a narrative (maximum two pages) that explains your reasons for nominating the individual. Your narrative must clearly show how the nominee has demonstrated outstanding service or contributions according to the **Specific and General Criteria**. If you wish to reflect the opinions of people other than the nominator and the supporting nominator, summarize this information into the maximum two page narrative; do NOT add “letters of support”.

In their narrative, nominators may want to consider answering questions such as:

- What is it that sets this work apart from the usual job expectations of the person being nominated?
- How does the work demonstrate leadership?
- Has the individual made a difference in the workplace?
- Is this individual consistently exceeding expectations?

Submissions

After completing the nomination, please print, get the nominee’s signature and attach the supporting narrative. Mark the envelope “confidential” and deliver the complete package by mail or in person to:

Internal

Jay Greenaway
Aboriginal Employees Award of Honour (AEAH)
c/o Corporate Human Resource Staffing Branch
Public Service Commission (Z-2)

External

Yukon Public Service Commission
c/o Corporate Human Resource Staffing
Branch (Z-2)
Government of Yukon
Main Administration Building (2071 2nd Avenue)
Box 2703, Whitehorse, Yukon Y1A 2C6
Attention: Jay Greenaway

Fax

To fax your nomination, please call 867.667.8264 first.

Questions?

Contact Jay Greenaway at 867.667.8264 or Jay.Greenaway@gov.yk.ca

Privacy Statement

Information on the nomination form is only used by the Aboriginal Employees Award of Honour Selection Committee for the purpose of selecting an award recipient. This information is not shared for any other purpose.



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