

**APS AWARDS FORMS**  
**EMPLOYEE RECOGNITION PROGRAMME**  
**2017 NOMINATION FORM**

**NOMINEE INFORMATION**

Name: \_\_\_\_\_

Ministry/Department: \_\_\_\_\_

Post: \_\_\_\_\_

Email address \_\_\_\_\_

**NOMINATOR INFORMATION**

Name: \_\_\_\_\_

Ministry/Department: \_\_\_\_\_

Post: \_\_\_\_\_

Email address: \_\_\_\_\_

**Please Check One Award Category:**

- Public Servant of the Year
- Above and Beyond the Call of Duty
- Outstanding Customer Service
- Anguilla Public Service Image
- Innovativeness
- Security/ Safety Achievement
- Collaboration Award
- Inspirational Leadership

Please write a short narrative describing how the nominee met the criteria for the award category for during the period **January 2016-December 2016**:

# **Anguilla Public Service**

## **PUBLIC SERVANT OF THE YEAR AWARD**

### **PURPOSE**

This award has been created to recognise an APS employee whose actions and activities embody the true spirit and ethos of public service.

### **CRITERIA**

The Employee Recognition Committee will be looking for demonstrated evidence of:

- The extraordinary commitment and dedication to departmental goals
- How the nominee's accomplishments exceeded the set performance goals
- Professionalism, integrity and strong ethics in day-to-day work
- The contribution the employee has made towards setting high standards and leading by example

## **ABOVE AND BEYOND THE CALL OF DUTY AWARD**

### **PURPOSE**

This award has been created to honour an APS employee whose actions and activities consistently and regularly go well beyond what is normally expected or required within the usual position functions and responsibilities of the employee.

### **CRITERIA**

The Employee Recognition Committee will be looking for demonstrated evidence of:

- The extraordinary or outstanding achievements and activities demonstration of unusual resourcefulness, initiative, teamwork and problem solving skills of the nominee during their employment in the APS
- How the nominee's accomplishments exceeded the usual performance expectations of the nominee's position in the APS
- The contribution of the employee's achievements and activities to the advancement of the APS

# **OUTSTANDING CUSTOMER SERVICE AWARD**

## **PURPOSE**

This award has been created to honour specific examples of outstanding customer service behavior (demeanour, words and actions) that the Anguilla Public Service would like to see.

## **CRITERIA**

The Employee Recognition Committee will be looking for demonstrated evidence of:

- The outstanding customer service- responsiveness of delivering service to customers; going the extra mile
- How the nominee's customer service behaviour exceeds the usual customer service expectations of the nominee's position in the APS
- The contribution of the employee's customer service behaviour to the advancement of the APS

# **ANGUILLA PUBLIC SERVICE IMAGE AWARD**

## **PURPOSE**

This award has been created to encourage employees to portray a positive attitude and image of the APS

## **CRITERIA**

The Employee Recognition Committee will be looking for demonstrated evidence of:

- The outstanding contribution made toward enhancing the quality and morale of the workplace (positive personal interaction with other employees, working on relations internally within the ministry/department/unit or promoting collaboration among different ministries/departments/units, public awareness)
- How the nominee's attitude and image surpassed the expected attitude and image of employees in the APS
- The outstanding contribution made towards creating a better public image of the APS

# **INNOVATIVENESS AWARD**

## **PURPOSE**

This award has been created to encourage employees to make suggestions for innovative ideas or creative solutions for greater outcomes from the same/limited resources in ministry/department/APS or suggest ways to improve the APS/departments'/ministries'

programmes/services, working environment and conditions, processes, operations or relationships.

#### CRITERIA

The Employee Recognition Committee will be looking for demonstrated evidence of:

- The extraordinary or outstanding suggestions for innovative ideas or creative solutions/directions
- How the nominee's suggestions exceeded the usual suggestions and resulted in big savings or improvements in programmes/services, processes (methods, practices, plans, designs etc)
- The contribution of the employee's suggestions to the continuous improvement of the APS/impact or potential impact of this contribution.

## **SECURITY/SAFETY ACHIEVEMENT AWARD**

#### PURPOSE

This award has been created to recognise employees who have suggested/implemented programmes or initiatives that have achieved documented success in addressing specific safety/security programme areas.

#### CRITERIA

The Employee Recognition Committee will be looking for demonstrated evidence of:

- The extraordinary or outstanding contribution towards addressing a security/safety issue that is of significance to the department/ministry/APS
- How the employee's programme/project has enhanced common security/safety practices
- The contribution of the employee to the continuous improvement of safety/security in the APS/impact or potential impact of this contribution.

## **COLLABORATION AWARD**

#### PURPOSE

This award has been created to recognize individuals or teams who have demonstrated excellence in co-operative and joint working across ministries, departments or Agencies of Government.

#### CRITERIA

The Employee Recognition Committee will be looking for demonstrated evidence of:

- Work that exemplifies the principles of mutual respect, cooperation and collaboration and improves the knowledge and skills of others;
- Joint working across and between Government's ministries, departments and Agencies.
- Successful project, policy or public service delivery achieved through effective leadership, negotiation and collaboration with other ministries, departments or Agencies of Government.

## **INSPIRATIONAL LEADERSHIP AWARD**

### **PURPOSE**

This award has been created to recognize individuals who have demonstrated outstanding leadership qualities in delivering results and have exemplified the behaviours set out in the Civil Service Leadership Statement This award is open to all, regardless of grade or role.

### **CRITERIA**

The Employee Recognition Committee will be looking for demonstrated evidence of:

- Inspiring others about working in the public service through setting direction, valuing professionalism and embracing innovation;
- Connectedness in engagement with others, communicating clearly and collaborating successfully;
- Empowering others through openness, recognising difference and helping others fulfil their potential.