******

**Oxford County Awards of Excellence**

**Recognizing Outstanding Achievement in the Demonstration of our Corporate Values**

**Nomination Form**

The *Oxford County Awards of Excellence* are granted to employees, departments, or teams who, by their contributions and achievements, most exemplify the attributes of the award category.

**I would like to nominate:**

|  |  |
| --- | --- |
| **Nominee (Employee/Department/Team) Name:** |  |
| **Department (if individual):** |  |
| **Position (if individual):** |  |
| **E-mail address:** |  |
| **Phone number:** |  |
| **Relationship to nominee:** |  |

**My contact information**

|  |  |
| --- | --- |
| **Employee Name:** |  |
| **Department:** |  |
| **Position:** |  |
| **E-mail address:** |  |
| **Phone number:** |  |
| [ ]  **I would like my name to remain anonymous**  |

**Signature**

|  |  |
| --- | --- |
| **Nominator Signature:** |  |
| **Date:** |  |

 \*the nominee does not have to sign the nomination form

**Award categories**

Please indicate which category you are recommending that the employee/department/team be nominated for (only choose one). Your examples and comments should support the category chosen.

[ ]  **Customer Service:** An employee/department/team that displays excellence in internal and/or external customer service, consistently going above and beyond for the internal and/or external customer.

[ ]  **Leadership:** An employee/department/team that demonstrates exceptional organizational and/or individual leadership through valued contributions on a departmental and/or corporate project, or within a community volunteer capacity.

[ ]  **Accountability:** An employee/department/team that accepts responsibility at all times. He/she/they are not afraid to admit missteps and consistently resolve issues in an efficient and effective manner.

[ ]  **Innovation:** An employee/department/team that is consistently solutions-focused and is forward thinking in everyday work and/or larger projects. He/she/they are committed to continuous improvement departmentally and/or corporately.

[ ]  **Integrity:** An employee/department/team that operates to the highest ethical standards and is consistently open, honest, and fair.

[ ]  **Teamwork:** An employee/department/team that listens to and values the ideas of others. He/she/they have a demonstrated commitment to coordination, open communication, and knowledge transfer.

**Nomination Information**

Please complete the questions below and be sure to include **specific, detailed information** which supports your nomination and highlights why the nominee(s) deserve to be the award recipient.

You may includeup to three letters of support from other individuals (each letter should be a maximum of 1 page).

Only Oxford County employees may nominate other Oxford County employees, departments, or teams.

The information provided will be used by the selection committee to make a recommendation to the CAO regarding the recipient(s) of each award.

**Please submit this completed form to the CAO’s Office no later than May 31, 2022, to** **aferrell@oxfordcounty.ca****.**

|  |
| --- |
| Describe in general how the nominee(s) has gone **above and beyond** the expectations and demonstrated outstanding achievement within the category recommended above. *Tips: How did the nominee(s) impact a project or existing procedure, support a new initiative, or exceed customer expectations? What specifically did they do that represents the award category? How did they contribute more than what is already expected of them in their role?* |
| Explain the **positive** **impact** that this nominee(s) has had on the organization, colleagues, citizens/customers and/or community partners? *Tips: Discuss how others were influenced or impacted by the nominee(s). Did the nominee(s) simplify or improve upon work efficiency? What positive feedback have you heard from internal or external individuals as a direct result of the action of this nominee(s)?* |
| Provide at least one (1) **specific** example with supporting details that show how this nominee(s) has demonstrated excellence in the category recommended above. *Tips: Provide as much detail as possible including dates and people involved. Avoid generalizations and describe the situation/opportunity, the actions the nominee took, and the result or outcome.*1. 2.3.  |
| Is there any additional information that you would like to add in support of your nomination?*Tips: Consider including letters of support, community involvement, volunteer work etc.* |

**Checklist**

[ ] I have answered the questions and provided sufficient information for the selection committee

[ ]  I have provided specific examples to support my nomination

[ ]  I have included a letter of support (optional)

**More Helpful Hints and Tips**

1. **Longer isn’t always better:**

Writing pages and pages of information does not guarantee that your nomination will be a strong one. Instead, as a nominator, you should focus on the quality, not the quantity of information to include. Providing relevant, specific content is more important than details and information that doesn’t support the actual nomination.

1. **Keep your submission simple and fact-based:**

Sometimes nomination forms are filled with acronyms and elaborate explanations. Unfortunately, since the review committee is made up of employees from all across the organization, not everyone understands this language. Keep your submission focused on simple, factual information and try not to include acronyms and terminology that people outside of your department wouldn’t understand.

1. **Be specific and avoid generalizations:**

The nomination form asks for specific examples and it is really important that you do so as the nominator, so that the review committee can better evaluate the nomination. You can include general explanations and statements about the individual(s) to enhance your nomination, but be sure to think of at least one specific example that describes and supports the nomination for the specific category identified. Consider the SOAR method when writing your example: include details about the **S**ituation/**O**pportunity that occurred, the **A**ction that the nominee(s) took, as well as the **R**esult or outcome.

1. **Pick a nomination category and tie everything back to that category:**

Selecting the appropriate category for the nomination is important. Once you make the selection, be sure to include examples and details that help to support why that individual(s) is deserving of an award in that particular category. Consider trying to evoke a picture with your words and really building a connection back to the category through your examples and descriptions. Reference the category definition on the 2nd page for more information.

1. **Proofread the nomination:**

When writing something like this, it’s always good practice to proofread it when you’re finished. You might even want to leave it for a day or two and read it again with a fresh set of eyes. Or better yet, have a co-worker look it over for you too!

1. **Include a letter of support:**

Letters of support are optional, but can really help to support the validity of a nomination. All it takes is one good quality letter to provide that extra detail to really articulate why the individual(s) should be a recipient of the award. If you don’t have one, don’t worry about it! You can still write a good quality nomination without it.