

# **GOVERNOR'S AWARD FOR EXCELLENCE IN PUBLIC SERVICE ISTRUCTIONS**

**(These instructions must be followed for the nomination to be accepted)**

State employees may be nominated for the Governor's Awards for Excellence in Public Service by fellow employees, supervisors, or other interested individuals. The nominations received will be judged on **specific examples** of the suggested information for each of the items listed below which are weighed equally by the judges.

## **Contributions made in the Workplace and the Whole Community**

### **1. Nominee's job performance throughout the year**

- Consistently produces high-quality work under all circumstances
- Gives extra effort to complete a job or to share a heavy workload
- Serves on committees and contributes to their success
- Volunteers to work on special projects

### **2. Valuable contributions or services provided by the nominee to their department over and above their core job requirements**

- Integrates information or equipment for greater efficiency
- Works to eliminate unnecessary actions or steps for delivering services
- Develops procedures minimizing customer time and resource usage
- Develops new work strategies to reduce waste and save time and money

### **3. Nominee's working relationships with the public and with other departments**

- Helps others beyond general job requirements
- Receives unsolicited thank you or appreciation letters for work done
- Is exceptionally courteous, even tempered, and cooperative

### **4. Nominee's working relationship with fellow workers**

- Helps others beyond requirements of job
- Contributes to a team-oriented, supportive working environment
- Is always friendly, courteous, and cooperative

### **5. Contributions made to the whole community**

- Service to professional organizations
- Volunteer work
- Service to civic, religious, school, veteran, or other groups (committees, officer, etc.)

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**Category:** \_\_\_\_\_ Executive/Administration  
\_\_\_\_\_ Professional  
\_\_\_\_\_ Technical/Paraprofessional  
\_\_\_\_\_ Office Support  
\_\_\_\_\_ Trades/Craft  
\_\_\_\_\_ Services

**COMPLETE THE FOLLOWING FORMS ELECTRONICALLY  
OR PRINT THE FORMS AND MAIL TO:**

**Governor's Office  
600 E Boulevard Avenue  
Bismarck, ND 58505**

**Nomination deadline: Friday, August 7, 2009**