

# Employee Excellence Awards Nomination Form

The Okanagan College Employee Excellence Awards are given to employees, departments, groups or teams who, by their contributions and achievements, most exemplify the award granted.

## Nominee:

Name(s):

Contact Email\*:

Phone Number\*:

Job Title:

Employee Group:  Dept.:

## Nominator:

Name:

Department:

Contact Email:

Phone Number:

\* If a team is nominated please list contact information for one member of the team

## Award:

Please select the appropriate award from the drop down list:

## Statement of Nomination:

1. All nominations must include a Statement of Nomination.
2. Based on the specific award criteria, as laid out in the award outlines, the Statement of Nomination should include a complete description (maximum 2-pages) of the accomplishment(s) which highlight(s) why the nominee deserves to receive the specified award.
3. In forming this submission, please include specific, detailed examples and dates to support your nomination, as well as up to three letters of support (each letter of support should be a maximum of 1 page).
4. The information provided will be used by the Selection Committee to determine the recipient(s) of the specified award.

## Additional Information:

1. Only Okanagan College employees may nominate other Okanagan College employees or teams.
2. For award description, eligibility and criteria please see individual award outlines. These can be found at: [www.okanagan.bc.ca/employeeexcellence](http://www.okanagan.bc.ca/employeeexcellence)  
A team is defined as a core group of employees closely associated in a given work, activity or project.
3. There must be a complete package for each award nomination. One package cannot be used for multiple award submissions.
4. The nominee is not required to sign-off on the nomination submission.
5. Statements of Nomination longer than 2 pages will not be reviewed by the Committee.
5. Supplemental materials attached to the nomination will not be considered.
6. Selections will be made by one of the two Employee Excellence Award Selection Committees.  
These Committees will include a group of peers nominated by the individual employee groups.
7. The awards will be presented at the **Annual Awards Event held October, 2021. Watch College Matters for more details about this event.**
8. Nominations from previous years will be accepted as long as the Nomination Form is updated with current information and Statement of Nomination is updated to reflect the current year.
9. Finalists and recipients in a particular category cannot be re-nominated for the same category in the next year and must wait an entire year before being re-nominated in this particular category. An exception to this is the Strong Start Award where employees can be nominated in consecutive years provided they were not a recipient in the previous year.

## Submission:

This form may be filled in online and saved (for those with the correct version of Adobe).

Please send by e-mail with supporting documents to:

[employeeawards@okanagan.bc.ca](mailto:employeeawards@okanagan.bc.ca)

Employee Excellence Awards Selection Committee

Attention: Diane Adair, Human Resources

**Nominations must be received by midnight Monday, May, 31st, 2021**