

Employee Recognition Awards

Frequently Asked Questions

Please refer to the Employee Recognition Awards Guide for 2022 on the [HR Website](#).

Q1. Can a team or group of people make a joint nomination?

For example, if a team of 4 nominated an individual or another team, on the same nomination form; will this meet the quota, or will it have to be an individual nomination from each nominee?

A1. Each nomination is to be submitted by an individual person.

- Based on this example, all 4 people must submit a single nomination for that individual person or team for the nominee to meet/exceed the quota of 3 nominations.
- Each person should also submit their own written supporting statement.
- **The same written supporting statement cannot be used by more than one nominator.**

Q2. If a colleague has received an award in a previous year, are they eligible to be part of a nominated Team?

A2. Yes. If a colleague has received an award in a previous year, they are eligible to be part of a nominated team.

Q3. Are colleagues at management level eligible for nomination?

A3. Yes. Colleagues at management level are eligible for nomination.

- However, if the manager in question happens to be on the selection committee, then that member will be required to recuse themselves from the selection committee for the related and ensuing assessment discussion.

Q4. Are there separate awards for individuals and teams in each of the two categories (i.e., a minimum of four awards, assuming that there are eligible candidates in the individual/team categories for Service Excellence/Service Innovation)?

A4. Yes. There will be separate awards for individuals and teams in each of the two categories – one individual and one team in each category, so a minimum of 4 awards assuming there are eligible candidates in both categories.

As per the guidelines - Nominees for Individual or Team awards may only be put forward for one award category, in any particular year. It is understood that individual nominees may also be part of a nominated team.

Q5. What should I include in my written statement and what are the criteria against which nominees are assessed?

A5. Please refer to the Employee Recognition Awards Guidelines (page 2–3), which outline the criteria each nominee should demonstrate under each award category. It is important to note that **all criteria should be covered on the statement of support.**

The written statement should cover relevant criteria and provide relevant recent examples. Please note that a word count **restriction of 500 words** applies to the written statement of support.

All award nominees will be assessed against the criteria outlined in the Guide and will be subject to final approval by the President.

Q6. Can an award nominee request access to details of their nominators and the supporting statements?

A6. We cannot share nominator details or copies of the supporting statements with a nominated person or team. We can only confirm that they received a minimum of 3 nominations.

Q7. Can a nominator share their supporting statement with their nominee?

A7. The nominator can decide to voluntarily share their supporting statement with their nominee.