

Staff Award of Excellence: Cultivating the Co-op Employee Experience (Fall 2017 Award Term)



The *Staff Award of Excellence: Cultivating the Co-op Employee Experience* recognizes BC Public Service employees who embody the BC Public Service corporate values outlined in our *Where Ideas Work* corporate plan. By way of engagement with our Co-operative Education Training Program, the award showcases individuals within our organization who are committed to enhancing the employee experience, building our internal capacity and improving our competitiveness. The award recipient will be presented with an engraved, framed piece of art to recognize their commitments and contributions to the BC Public Service.

ELIGIBILITY:

Any BC Public Service employee may nominate a BC Public Service employee for this award with the provision that the nominee must have demonstrated excellence in training, mentoring and supporting a co-op employee at any time within the qualified term between September 1, 2017 and the close of the nomination period.

SELECTION CRITERIA:

The *Staff Award of Excellence: Cultivating the Co-op Employee Experience* recipient will have made a significant impact on the BC Public Service through outstanding dedication to enhancing the co-op employee experience by allowing co-op employees to develop personal and professional skills, explore career options, and network within their potential career employer of choice.

The award recipient will have invested time and effort to provide guidance, advice and constructive feedback to co-op employees to support their achievement of personal, academic, professional and career goals; connected co-op employees with other employees within the BC Public service for greater learning experiences and growth of the co-op community; and facilitated planning, discussion and design of a plan for current and future career development.

The recipient will have worked to enhance co-op employees' personal and professional growth by identifying their individual needs, facilitating training and coursework, and fostering connections to expand networks; provided co-op employees with experiential learning opportunities that allowed them to apply their subject matter knowledge and understanding; provided exposure to projects and staff beyond the co-op employees' immediate role, branch, division and ministry in support of their academic and career goals; and aligned projects and assignments with the BC Public Service corporate values and initiatives.

SELECTION COMMITTEE:

The selection committee, comprised of BC Public Service employees, will evaluate and initially score nomination packages based on the selection criteria. Subsequent review within the selection committee of the merits of top candidates (based on initial scores) will help to determine the overall recipient.

NOMINATION PROCESS AND IMPORTANT DATES:

Completed nomination packages must be submitted to the Co-op Program and Resource Office via email (coop@gov.bc.ca) during the nomination period. Nominations open at **9:00am PST on November 1, 2017**. Nominations close at **4:00pm PST on November 22, 2017**. The first award recipient will be announced on **December 13, 2017** on @Work, and will be presented with their award by a member of their Ministry executive.

The nominations will be reviewed and considered by the selection committee and one [1] nomination will be chosen as the recipient for each award term.

The award will be offered three times per year. Check out the [Co-op Connect Hub](#) for more information on the award, including future award terms and important dates.

We wish all nominees the best in their consideration for the *Staff Award of Excellence: Cultivating the Co-op Employee Experience*. Any questions regarding the nomination requirements or award should be directed to the Co-op Program and Resource Office at coop@gov.bc.ca.

Please note that nominations submitted for the *Staff Award of Excellence: Cultivating the Co-op Employee Experience* may be forwarded to other committees to be considered for additional awards or recognition.

NOMINATION PACKAGE – Fall 2017

Staff Award of Excellence: Cultivating the Co-op Employee Experience



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Nominee's Information:

Name _____
Ministry, Agency or Organization _____
Telephone _____ Email _____

Nominator's Information:

Name _____
Ministry, Agency or Organization _____
Relation to Nominee _____
Telephone (Work) _____ Email (Work) _____

By signing below I understand and agree that some or all of the contents of this nomination package may be provided to the nominee, or shared with other committees to be considered for additional awards or recognition.

Signature _____

Date _____

GUIDELINES FOR NOMINATION MATERIALS

The guidelines presented below are provided to assist in the preparation of the nomination package. Nominators are advised to adhere to the guidelines below. Packages that do not meet the guidelines may be removed from consideration for the award.

Nominator Statement of Support

Please submit **one [1] typewritten statement** (no more than three [3] pages) that speaks to the specific ways in which the nominee demonstrated excellence in cultivating the co-op employee experience. Using specific examples to support your nomination, describe how the nominee:

- Enhances opportunities for employees' professional growth (i.e., career and competency development)
- Supports employees in identifying and achieving their learning, work and career goals
- Creates positive experiences for employees
- Fosters mentoring relationships for employees
- Goes above and beyond their typical responsibilities to ensure employees can excel in their role
- Creates an engaging and positive work environment for employees
- Demonstrates exposure to, and alignment with the BC Public Service corporate values (Courage, Service, Teamwork, Passion, Accountability and Curiosity) in their work with employees
- Provides vision and direction to employees to align work with BC Public Service corporate initiatives (building our internal capacity, improving our competitiveness, enhancing service to citizens)

If the nominator is not a co-op employee, a **Letter of Support** should also be included with the nomination package. The Letter of Support (no more than two [2] pages) should be written by a co-op employee whose experience was cultivated by the nominee. The letter should be addressed to the nominee, and outline their work experience, what the nominee did to create a positive experience, the impact that the nominee had on the employee, and what the BC Public Service can learn from the nominee to better train, mentor and support their staff.

Completed nomination packages must be submitted to the Co-op Program and Resource Office via email (coop@gov.bc.ca) between 9:00am PST on November 1, 2017 and 4:00pm PST on November 22, 2017.