



The ***Passion: Leading Co-op Student Success*** award recognizes BC Public Service employees who embody the BC Public Service corporate values outlined in our *Where Ideas Work* corporate plan and the corporate values handbook, *What We Value*. Recognizing value in our colleagues who engage with our Co-operative Education Training Program, this award provides the opportunity to showcase individuals within our organization who are committed to enhancing the employee experience, building our internal capacity and improving competitiveness. The award recipient will be presented with a framed certificate and a gift valued at \$100.

ELIGIBILITY:

Any Ministry of Health employee may nominate any Ministry of Health 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 term between June 1, 2017 and the close of the nomination period.

SELECTION CRITERIA:

The *Passion: Leading Co-op Student Success* 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 employee[s] 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 employee[s] to support their achievement of personal, academic, professional and career goals; connected co-op employee[s] 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 the co-op employee's personal and professional growth by identifying their individual needs, facilitating training and coursework, and fostering connections to expand networks; provided co-op employee[s] 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 employee's immediate role, branch, division and ministry in support of their academic career goals; and aligned projects and assignments with the BC Public Service corporate values and initiatives.



Nomination Package

Passion: Leading Co-op Student Success



SELECTION COMMITTEE:

The selection committee, comprised of a diverse range of ministry employees, will evaluate and initially score nomination packages based on selection criteria. Subsequent review within the selection committee of the merits of the top candidates (based on initial review) will help determine the overall recipients (one individual winner or one team winner).

NOMINATION PROCESS AND IMPORTANT DATES:

Completed nomination packages must be submitted to Health Recognition and Events via email (hlthrecognitionandevents@gov.bc.ca) during the nomination period. Nominations open at **9:00am PST on April (16), 2018**. Nominations close at **4:00pm PST on May 15, 2018**. The award recipients will be announced in June.

The nominations will be reviewed and considered by the selection committee. One [1] individual nomination OR one [1] team nomination will be chosen as the recipient for the award.

We wish all nominees the best in their consideration for the ***Passion: Leading Co-op Student Success*** award. Any questions regarding the nomination requirements or awards should be directed to Health Recognition and Events at hlthrecognitionandevents@gov.bc.ca.

GUIDELINES FOR NOMINATION MATERIALS:

Nomination packages must include a completed **Nomination Form**, a **Nomination Questionnaire**, and a **Letter of Support**. Any additional documents included in the nomination packages, or any pages beyond the page limits, will not be considered in the selection process.





NOMINATION FORM

The ***Passion: Leading Co-op Student Success*** award recognizes BC Public Service employees who embody the BC Public Service corporate values outlined in our *Where Ideas Work* corporate plan and the corporate values handbook, *What We Value*. Recognizing value in our colleagues who engage with our Co-operative Education Training Program, this award provides the opportunity to showcase individuals within our organization who are committed to enhancing the employee experience, building our internal capacity and improving competitiveness. Nomination packages must include this Nomination Form, the Nomination Questionnaire and a Letter of Support written by a co-op student.

Nominee's Information:

Name _____

Division and Branch _____

Telephone _____ Email _____

Nominator's Information:

Name _____

Division and Branch _____

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



Nomination Package

Passion: Leading Co-op Student Success

NOMINATION QUESTIONNAIRE

Responses to the following questions will be scored by the selection committee. In responding to the questions, please provide specific examples to support your answers. Responses will be scored based on whether or not they demonstrate that the nominees conducted the supervisory responsibilities specified by the questions, and based on the quality of examples provided. Each response can be a maximum of 1250 characters (approx. 150-200 words).

Below is a sample response to question one. Notice how the respondent gave specific examples of measures the co-op employee's supervisor took to create an engaging and positive work environment, while also outlining the positive impacts those measures had on the co-op employee's work experience.

My supervisor took numerous measures throughout my work semester to create an engaging and positive work environment for me. An early example of this can be taken from my first week of work, after I mentioned to her that I was feeling isolated from the rest of our ministry due to the desk-heavy nature of my Information Technology [IT] position. She responded through assuring me that she had a solution in mind which would improve my work environment while also allowing me to expand the impact of my work. The next morning she walked me through a schedule of 1-on-1 IT seminars she had arranged for me to deliver to other workers in our ministry who had previously expressed interest in private technology lessons. Rather than constantly writing IT training content from my isolated cubicle, I would now get regular opportunities to meet with colleagues and deliver face-to-face training. This change increased my ability to engage with others and eliminated feelings of isolation. Ultimately, in addition to expanding my learning opportunities at work, this and countless other actions that my supervisor took fostered an engaging and positive work environment for me.



Question 1 – Describe how the nominee created an engaging and positive work environment for the co-op employee[s].

Question 2 – Describe how the nominee supported the co-op employee[s] in identifying and achieving their learning, work and career goals.





Question 3 – Describe how the nominee fostered mentoring relationships for the co-op employee[s].

Question 4 – Describe how the nominee went above and beyond his or her typical responsibilities to ensure the co-op employee[s] could excel in their roles.





Question 5 – Describe how the nominee provided the co-op employee[s] with exposure to the BC Public Service corporate values (Courage, Service, Teamwork, Passion, Accountability and Curiosity) while personally acting in alignment with those values.

Question 6 – Outline how the nominee provided vision and direction to the co-op employee[s] to align work with BC Public Service corporate values and initiatives.





LETTER OF SUPPORT

The Letter of Support (no more than two [2] pages) must be written by a recent or current co-op employee whose experience was cultivated by the nominee between the period of June 2017 and May 2018. The letter should be addressed to the nominee, and outline the co-op employee's 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 Recognition and Events email: hlthrecognitionandevents@gov.bc.ca by 4:00pm on May 15, 2018.



Nomination Package
Passion: Leading Co-op Student Success