

## Nomination Form

### Process of Nomination

Completed nomination forms must be scanned and submitted in PDF format via email to [staffawards@brisbaneshs.eq.edu.au](mailto:staffawards@brisbaneshs.eq.edu.au) no later than **Friday 17 September 2021**.

Nomination forms must be signed by the nominee and two nominators.

All nominations will be acknowledged via email to confirm receipt.

## Assessment Criteria and Selection Process

### Assessment Criteria

All nominees will be assessed on the evidence provided in relation to any three of the following eight criteria, which will be given equal consideration by the Selection Committee.

1. **Customer Service:** Contributes to improvement in the quality of service to students, staff, departments, and/or the public.
2. **Service Projects:** Undertakes significant projects which demonstrate creativity or progressive ideas.
3. **Leadership:** Demonstrated initiative and sets the pace in a supervisory or non-supervisory role.
4. **Mentoring:** Encourages and motivates other employees to improve their performance.
5. **Self-improvement:** Initiates development activities to improve job knowledge or work performance.
6. **Efficiency:** Contributes ideas that result in savings of time and/or resources.
7. **Problem Solving:** Demonstrates creative and innovative solutions to problems or challenges in the department.
8. **Teamwork:** Contributes significantly in team approaches.

### Selection Process

**Stage 1 - Assessment of Applications** – After the closing date, written applications will be assessed by the Selection Committee and assessed against each of the selection criteria.

**Stage 2 - Shortlisted Discussions** – Shortlisted staff will be invited to attend a discussion with the Selection Committee.

The Selection Committee for the Staff Excellence Awards comprises of:

- School Council Chair (or delegate)
- School Council Parent Member
- Deputy Principal – Operations
- 2020 Bill Simpson Award Recipient
- 2020 Support Staff Award Recipient
- 2021 School Captain
- 2021 Junior School Captain
- Executive Principal

**Stage 3 - Selection of Award Recipients by Selection Committee** – The Selection Committee will meet in October 2021 to select the Award recipients from a shortlist of finalists.

**Stage 4 - Announcement of Award Recipients** – All nominees will be invited to Awards day and Award recipients will be publicly announced at the Awards Ceremony to be held on Monday 7 February 2022.

## Nomination Tips

- The nomination will be judged on the basis of achievements and other evidence listed in the nomination form, supporting documentation and the Selection Committee Discussion.
- List achievements and other evidence to demonstrate excellence in Performance and Service.
- Describe how the nominee has demonstrated success in supporting students and colleagues to achieve their personal best.



## Nominators' Details

| Name | Relationship to nominee | Email address | Signature |
|------|-------------------------|---------------|-----------|
| 1.   |                         |               |           |
| 2.   |                         |               |           |

## Nominated Staff Details

Name: \_\_\_\_\_

In the role of: \_\_\_\_\_

Nomination for a **Support Staff Excellence Award for Performance and Service** (please select any three of the following eight criterias):

- 1. Customer Service
- 2. Service Projects
- 3. Leadership
- 4. Mentoring
- 5. Self-improvement
- 6. Efficiency
- 7. Problem Solving
- 8. Teamwork

On pages 2 and 3, please use specific examples to describe how the nominee's performance merits recognition for exemplary service. Please describe how the nominee has consistently shown outstanding or extraordinary performance that met or exceeded each of the three criteria selected above.



## Responses to Selection Criteria

All nominees will be assessed on the evidence provided in relation to any three of the eight criteria, which will be given equal consideration by the Selection Committee.

Please describe how the nominee has consistently shown outstanding or extraordinary performance that met or exceeded the criterion. **Responses can be in dot point and should not exceed 200 words.**

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To be completed by the Business Manager – HR or General Manager after email submission of the nomination form by the nominators:

- I agree with the above nomination.
- I do not agree with the above nomination.

Signature: \_\_\_\_\_

Comments