

Employee Recognition Scheme

Nomination Form

Territory Families, Housing and Communities values the efforts of staff who 'go the extra mile' in their work. This program seeks to provide a mechanism which enables the excellent efforts of staff to be recognised and celebrated.

Any employee can nominate another individual employee (peer, subordinate, or manager) or a team or group of employees for recognition under this program. An external organisation or individual may also nominate an individual, team or group.

If you would like to nominate an individual or a team, please complete this nomination form, providing adequate information to assist in the assessment of the nomination. You may also be contacted if additional information is required.

Staff/Team nominated:

Staff/team: _____ Business Unit: _____

Division: _____ Manager: _____

Reason for nomination:

(Please tick one box only and provide additional details in the section below). Alternatively if the staff effort doesn't fit neatly into one of the below, staff can identify their own specific criterion for the recognition of excellence.

Individuals and/or teams who lead by example and produce a high standard of excellence in their performance.

Individuals and/or teams whose positive attitude and enthusiasm promotes a constructive work environment, and "spills over" to others, resulting in a pleasant work environment.

Client service that consistently goes above and beyond the requirements of the job to meet the needs and expectations of clients.

Individuals and/or teams who provide a great idea to improve the efficiency, quality, or advance the Strategic Plan of the agency.

Individuals and/or teams who have identified specific opportunities to eliminate ineffective policies and procedures and simplify how then agency/work unit does business.

Individuals and/or teams who consistently do excellent work while maintaining efficiency and meeting deadlines or time sensitive goals.

Individuals and/or teams that have exemplified excellence in diversity, such as recognising efforts to reach out to support and/or advocate on behalf of diverse communities, conveying excellent knowledge on a diverse community, and/or promoting a diverse community.

Supervisors who are caring and supportive and show genuine concern from the interests of their employees in both their personal and professional lives.

Teams who exemplify teamwork and cooperation with colleagues by their work.

Other specific criterion for the recognition of excellence.

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Please include details on how the nominee has achieved the above leading you to submit the nomination and recognise their efforts. If required, please attach supporting documentation. Note that a copy of this form will be provided to the nominee with their certificate if supported by Strategic HR (Governance Board).

Nominators details: Internal nomination External nomination

Name: _____ Division/Position Title: _____

Phone Number: _____ Date: _____

Organisation: _____

Office Use Only

ED Supported: _____ Date Endorsed: _____

Additional comments (optional): _____

Date Received: _____ Date Assessed: _____

Outcome: _____

Once endorsed by ED please lodge this form by email to TFHC Strategic HR Health and Wellbeing:

Email: TFHC.WorkforceDevelopment@nt.gov.au