



Service Excellence Award for Leadership Nomination Verification Form

Award Description:

For a Head of Entity within a Government entity who has served as an active champion for a culture of service excellence. This Leader would have promoted and encouraged among employees a Service Excellence culture by recognising and rewarding a job well done. As well as advanced and promoted initiatives that improved the quality and accessibility of Government services.

Guidelines:

The award category 9 will be based on nomination. The following are the guidelines governing this nomination process:

- I. Nomination is open to all GoJ Ministries, Departments, Agencies, Commission of Parliament and Public/Regulatory Bodies.
- II. Must be the Head of Entity.
- III. Nomination must be made by an employee from the entity and must be co-signed by at least 1 person from each unit/division within the entity.

1. Name of Entity

2. Name and position of Head of Entity being nominated.

3. Please list all the units/or departments in your entity.

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4. Name and position of the person who will be completing the application

5. Signature of person completing application

Date

- 6. Below, please have at least 1 staff member from each unit/division co-sign.
Please provide name, position and unit/division. (No electronic signatures)**

- 7. Please have the Head of Human Resource Management and Development verify that the above represents all the Divisions and Units in the Entity.**

I verify that the above information provided at question four (4) and six (6) accurately reflects all the units/ divisions of the

Name and position: _____

Position: _____

Signature: _____

Date: _____