

# **EMPLOYEE EXCELLENCE RECOGNITION PROGRAM**



## ***NOMINATION GUIDE***

## Eligibility

- \* All staff and volunteers in the organisation are eligible for nomination.

## Nominations

- \* Nominations may only be made in one category area.
- \* Nominations need to be received in writing by 4.30pm on the last working day of August.
- \* Staff, Volunteers, Families, Key Stakeholders, Managers, CEO and the Board of Management are eligible to nominate any person for one of the category areas.
- \* Category winners will be announced at the Identitywa Annual Review meeting in October.

## Submissions

- \* Nominations need to be made on an Identitywa Staff Recognition Form. Forms are available in support locations, on the Identitywa website or can be requested to be faxed to external locations on request from the Identitywa reception.
- \* Nominations must be kept to 100 words or less.
- \* Nominations must relate to the category for which staff are being nominated.
- \* Unclear nominations may be asked to be rewritten prior to assessment to ensure the Assessment Panel have the greatest chance of assessing the nominated person's achievement. Rewording may be supported by Administration Staff, Coordinators, Managers and the CEO.
- \* Picture of the activity/event/achievement will be accepted as supporting evidence in the application.

## Assessment

Assessment of all nominations will be made by an independent panel of family representatives, key stakeholders and ex-staff.

Assessment will be made against the information contained in the written submission for nomination.

The Assessment Panel can make a request from Coordinators, Management and/or the CEO for additional information to assist with the decision making process.

In a conflict of interest, the panel members will be excluded from voting on the category where the conflict has occurred.

# Award Categories

## **ABOVE AND BEYOND**

This category recognises the contribution of staff beyond the role and responsibilities of their regular duties.

The award acknowledges the extra effort and activities staff undertake in the support of people with a disability that go beyond the defined boundaries of their work role.

Staff who achieve in this category have demonstrated a commitment to people with a disability and Identitywa that extends beyond the confines of their job description.

## **INNOVATION**

This category acknowledges the development and implementation of creative services, supports, programs and initiatives that enhance Identitywa service provision and the lives of people with a disability.

This award recognises the requirement for innovative responses to the ever changing needs presented in the wider disability community. Innovation and future development today equates to a better life tomorrow.

## **LIVING OUR VALUES**

This award acknowledges staff that consistently live the values and ethos on which Identitywa is founded.

The award recipient will have consistently enhanced the development of Identitywa culture through their positive promotion of the organisational values. This commitment may be demonstrated through their work activities or to the same values in their own life beyond the boundaries of their work role.

## **QUIET ACHIEVER**

This award acknowledges staff who always perform the duties of their role at the highest standard by positively supporting our ethos and principles of Identitywa and demonstrating dedication and commitment to the support of people with disabilities.