**Award for Administrative Professional Excellence**

**Nomination**

**Eligibility Requirements**

* Must recognize an individual and not a team.
* Must be currently employed by the public service (e.g., federal, provincial, municipal government, or related agencies, boards, and commissions).
* Must work for a public sector organization based in the province of Alberta.
* Open to an administrative professional role regardless of level of responsibility or level within organization.
* Nominees and nominators may not be members of the Board of Directors of IPAC National, nor members of the Board of Directors of IPAC Edmonton or IPAC Calgary Regional Groups.
* Nominees and nominators may not be members of the IPAC Edmonton Awards Committee.
* Must have more than two (continuous or not) years of public service experience.

**Part 1: Nomination Information**

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| Nominee Information |
| |  |  | | --- | --- | | Nominee’s Name: |  | |
| |  |  | | --- | --- | | Nominee’s Email Address: |  | |
| |  |  | | --- | --- | | Nominee’s Employer: |  | |
| |  |  | | --- | --- | | Nominee’s Years of Public Service Experience: |  |  |  |  | | --- | --- | | Nominator Information | | | Nominator’s Name: |  |  |  |  | | --- | --- | | Nominator’s Public Service Employer: |  | |
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| I give the Institute of Public Administration Canada (IPAC) permission to inform the nominee above that I have nominated him or her for this award and that the name of the nominee and nominator along with any excerpts from this nomination package can be used to publicize the achievements of the nominee. |

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| **PART 2 – Narrative Demonstrating Recognition Criteria**  Please describe how the candidate demonstrates the following. The scoring rubric is out of a total of 60 points:   |  | | --- | | * Demonstrates Organization and Time Management (8/60) * Effective Problem-Solving (8/60) * Strong Drive for Outcomes (12/60) * Strength in Relationship Building (8/60) * Developing the Capacity of Others (8/60) * Strength in Personal Development (12/60) * Other Areas of Achievement (4/60) | |
|  |

Submit a narrative below detailing how the individual has worked towards excellence in public service by demonstrating the recognition criteria above (*maximum 1,500 words*). For scoring purposes please incorporate the seven categories headings into your narrative keeping in mind the scoring that have been assigned to each.

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| *Paste 1,500 word narrative here incorporating the seven categories headings (Demonstrates Organization and Time Management, Effective Problem-Solving, Strong Drive for Outcomes, Strength in Relationship Building, Developing the Capacity of Others, Strength in Personal Development, Other Areas of Achievement).* |

Nomination should be submitted in this single file and emailed to

[contact@ipac-edmonton.ca](mailto:contact@ipac-edmonton.ca)

**The 2020 nomination deadline is on March 20, 2020**