**Awards for Excellence Application** *(Self Nomination)*

*In the first instance you should discuss with your line manager or section head whether or not they plan to nominate you for an award. If you are unable to reach agreement, you may self-nominate but you* ***must*** *give your line manager the opportunity to comment on your form.*

Name of employee

Job title of employee

Grade (and salary point, if known)

Name of manager/supervisor

**Recommendation** (\*Please delete where not applicable)

\* Lump sum to the value of one increment (non-pensionable) **or**

\* Recurrent increment (i.e. pensionable advancement to the next point on the incremental scale)

NB *It is expected that in the majority of cases non-recurrent awards will be made. Recurrent awards are more likely to be awarded to staff at or above the scale bar for their grade and whose exceptional performance is expected to continue. Those at the top of the discretionary scale will only ever receive a lump sum to the value of one increment.*

**Summary of main duties from job description** (this section is intended to assist the panel in understanding your role and contribution to departmental objectives. Please provide 5/6 bullet points or a short paragraph.)

**Criteria**

To be considered for an award, you must have **performed well in all the key areas of your job**.If this is the case, please complete the section below.

You must also **have consistently demonstrated exceptional performance**, significantly above that which might reasonably have been expected for your grade.Please outline here how you have done so, giving an indication of the period over which the exceptional performance has been demonstrated and the impact it has had on the objectives of the team in which you work. Where relevant, link this to departmental objectives also.

Please provide c. 300-500 words of text and avoid using attachments if possible. This is to ensure that all nominees are assessed on the basis of comparable evidence.

Examples of exceptional performance can be found on the Reward and Recognition scheme guidance on the Personnel Services website; these examples are not exhaustive.

Attachments: if any, please indicate:

When you have completed the sections above, please pass this form to your manager, at least two weeks before the deadline for nominations.

Manager/supervisor’s comments

*Please provide c.300-500 words of comment on the fairness, accuracy and completeness of the employee’s description of their performance.*

Name of line manager Date ……………….

Position ……………………

Signature ………………