



Federal Executive Board of Minnesota

39th Annual Civil Servant of the Year Nomination Instructions

Return the forms as electronic files via email to FederalExecutiveBoard.MN@gmail.com by **Friday, March 4, 2016**. This nomination form must be accompanied by a Nomination fee of \$30.00 to cover the award and ticket for Civil Servant of the Year. Please register and pay for your nominee to attend using the [FEB website](#).

NUMBER OF NOMINEES PERMITTED EACH AGENCY IS AS FOLLOWS:

| | |
|--------------------------------------|--|
| Agency with 1 – 100 employees | 1 nominee |
| Agency with 101 – 500 employees | 2 nominees |
| Agency with 501 – 1,000 employees | 3 nominees |
| Agency with 1,001 and over employees | 4 nominees, plus 1 additional nominee for every 250 employees over 1,001 |

*Note: Each agency is encouraged to consider employees at all grade levels when making their selections.

AWARD CATEGORY DESCRIPTIONS

Customer Service - This award recognizes the employee who frequently exceeds customer expectations and performs to the highest standards and measures, making them an example to others in similar roles. This individual makes customers feel important by listening to their concerns and going the extra mile to make sure those concerns are addressed. This nominee makes it a point to keep any promises they make to their customers and has developed a reputation for trustworthy and reliable service, no matter the circumstances. Through leading by example in customer service excellence, this nominee has enhanced their agency's ability to accomplish its mission and contributed positively to the reputation of federal employees everywhere.

Excellence Beyond Expectations Award - This award recognizes the impactful traits of unwavering dedication, overcoming immense challenges, unparalleled professionalism, taking great risk and initiative to drive positive change for their Federal agency at a State, National, or International level. This award stands as a reminder that expectations are meant to be continually exceeded and by doing so, we continually raise the bar of excellence for ourselves, the Federal government, and the citizens we so proudly serve.

Innovation - Recognizes the employee identifying and implementing a creative approach to meet the organizational need(s) by doing things differently that have measureable impact, sustainability and potential for growth.

Leadership - Nominee holds a position of director, manager, or supervisor or demonstrates exceptional, impactful and sustained leadership within their current role. Nominees will be evaluated on criteria such as the impact of their leadership on their team/office, their level of expertise, and their leadership in community work.

Unsung Hero - This award recognizes the employee who makes positive "behind-the-scenes" contributions to the mission of the organization/agency that would not ordinarily be acknowledged by other types of formal awards. This person is a quiet but steady presence in the organization and might otherwise go unrecognized. This nominee can be considered as the "Go-to Person" and is a highly visible achiever who consistently takes charge and follows through. This Go-to-Person is someone with a demonstrated capacity for leadership, someone who leads by example, and can be counted on to make things happen when a difficult job must get done.