



BCIT Employee Excellence Awards Program

Frequently Asked Questions (FAQs)

Effective November 17, 2025

1. Who can be nominated for an award?

Full time, part time, auxiliary, and flexible learning employees including BCGEU Support Staff, BCBEU Faculty, FSA, and management/excluded may be nominated. Since excellence is often demonstrated over an extended period of time, generally nominees will have successfully passed their probation periods and/or accumulated sizable contract hours. Nominees need to be actively employed at BCT throughout the nomination period of mid November to mid February.

2. Who can submit a nomination?

Nominations can be submitted by BCIT employees or students.

3. How do I submit a nomination?

Nominations must be submitted through the official online ServiceNow platform: [Submit an Employee Excellence Nomination](#). Refer to page 3 of the Employee Excellence Award Program Guidelines, for step-by-step instructions.

4. Can I nominate more than one person?

Yes, you may submit multiple nominations. Each nomination must be submitted separately.

5. Can I nominate someone anonymously?

No, nominators must provide their name and contact information to ensure transparency and follow-up if needed.

6. Who will see the nomination?

The full nomination will be shared with the Employee Excellence Award Program Team, the nominee, the relevant AC, the nominee's manager, and Human Resources.

7. Can multiple people nominate an individual person or group?

Yes. However, if you know in advance that several people plan to submit a nomination for the same individual or group, it's best to collaborate and create one strong, comprehensive nomination. This approach ensures the submission is well-rounded and impactful.

8. What should I include in my nomination?

Provide specific examples of the nominee's contributions, achievements, and impacts on students, colleagues, services provided, and the BCIT community. Where possible, quantify impacts (e.g. this resulted in 20% higher retention rates). Include comments and letters of support from multiple colleagues or relevant partners. If you email numerous people to provide input from areas outside of the nominee's home department, use discretion and include the best examples/comments.



9. **When is the nomination deadline?**

The deadline is typically mid-February, but please check the [Employee Excellence Awards](#) webpage for the current year's timeline.

10. **Can award recipients be nominated two years in a row?**

Yes, but only in a different award category than the one they received last year.

11. **Are group / team / department nominations allowed?**

Absolutely! Where a group is larger than 15 individuals, a group lead must be identified, and up to 15 key contributors should be named for the purposes of communications with award recipients and to potentially represent the larger group at the May/June event if they are the award recipient. While the nominator should name key individuals in their nomination, the final decision of who will represent the group at the event will be made by the group's lead.

12. **Will nominees be notified?**

Yes, nominees will be informed of their nomination and will receive a copy of their nomination/s. For group nominations, communications will be sent to the group lead and key individuals named on the nomination. The group lead may then be responsible for forwarding correspondence as appropriate to all additional group members.

13. **How can I get help with the nomination process?**

Contact email Employee_Recognition@bcit.ca for assistance.

14. **Where can I find more information?**

Visit the [Employee Excellence Awards](#) webpage for more information about each award category's criteria and to view previous award recipients; or contact the Employee Recognition Committee at Employee_Recognition@bcit.ca.