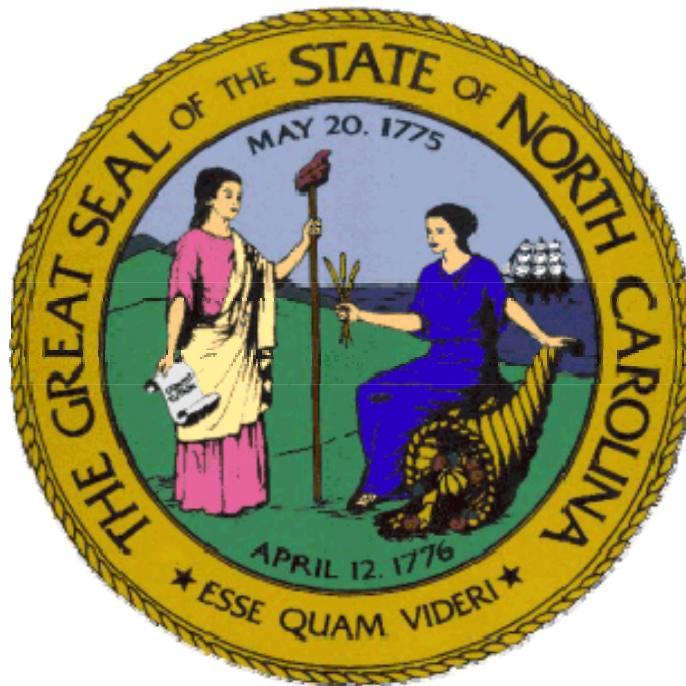


# NORTH CAROLINA COUNCIL OF INTERNAL AUDITING

## Award of Excellence Program



Guidelines and Procedures

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## **Purpose**

The Council of Internal Auditing has established the North Carolina Internal Audit Award of Excellence. This award is intended to acknowledge and express appreciation for outstanding accomplishments made by an individual internal auditor or an internal audit function within North Carolina State government. The accomplishments need not fall entirely within the scope of normal auditing duties, but shall be in the nature of a major contribution reflecting credit on the person and internal auditing service provided to the State of North Carolina.

## **Criteria/Definition**

The performance which the selection is based must be clearly above and beyond that which would be expected from a competent internal auditor. There are many possibilities for varying levels of performance above normal expectation. These may include but are not limited to:

- Dedication going beyond the normal requirements of an internal auditor's job responsibilities. This could include internal auditors that perform duties outside of their job requirements, mentoring or assisting junior internal auditors, or performing at a level above and beyond expectations.
- Contribution to promoting the internal audit profession. This could include participation with professional organizations, promoting the profession of internal auditing to individuals including students, or educating others as to the benefits of internal auditing within an organization.
- Innovation to improvement the processes related internal audit functions. This could include improvements to better administer audits, reduce auditing time, or improve communication of audit results.

**Please Remember** these definitions are not all inclusive. If you know of an internal auditor or group of internal auditors that goes above and beyond normal expectations of their job requirements to improve, or promote internal auditing they would qualify for nomination.

## **Eligibility**

The following individuals are eligible for nomination:

- Individuals must be or have been a State employee.
- Full-time, part-time, or time-limited employees are eligible.
- A deceased, retired, or employee on leave-without-pay may be nominated provided the achievement for which the nomination is made occurred during State employment within the award year.

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- Individuals who were nominated, but did not receive the Awards for Excellence, may be nominated again in a succeeding year.
- Nominations may be made for an individual or a group.
- Individuals may nominate peers and/or managers and vice versa.

## **Nomination Documents**

The nomination package should include

- The Nomination form.
- Synopsis of the nominee's accomplishments or contributions.
- Other additional documents.

The nomination form can be found in Appendix A<sup>1</sup> and should be completed full and attached to the top of the nomination package.

In two pages or less, the nomination should provide information on the nominee's contributions to the Internal Auditing. The following are items that may be discussed in nominating an individual or group:

- Information on the technical and professional competence of the nominee(s).
- A description of the contributions that positively influenced internal auditors, internal audit profession and their office's internal audit function.
- Information about the employee's efforts that resulted in improvements to internal audit processes or contribution to promote the internal audit profession.
- A description of the long-term or lasting benefit(s) of the nominee's accomplishments.
- Other relevant information that will elaborate on the merits of the nominee(s) or assist the Committee in making its decision.

Copies of other documents can be included in the nomination package if deemed necessary for consideration.

## **Program Administration**

The Office of Internal Audit will be responsible for administering the Award of Excellence Program.

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<sup>1</sup> Also located on the [Office of Internal Website](#) under Award of Excellence Program

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### **Selection Committee**

The selection committee shall be comprised of three people.

1. A staff member from the Office of Internal Auditing.
2. The winner from the previous year. The first year the previous winner will be replaced with an agency or university volunteer.
3. A volunteer auditor from a participating university or State agency.

The selection committee will narrow the applicants down to three nominees. All nominations will be provided to the Council along with the three top candidates. The Council will have the responsibility of making the final select.

### **Award Ceremony**

The award will be presented annually by the Council of Internal Auditing Chairperson. The presentation will take place at either the December State Controller's Financial Conference or the Annual Office of State Budget and Management (OSBM) Conference. A certificate will be presented to the award winner and a permanent record (plaque) will be housed in the Office of Internal Auditing within OSBM.

### **Notification**

The award winner will be notified prior to the award ceremony. Once the award winner is honored at the ceremony, an email will be sent to all interested parties, and an article will be included in the Council's quarterly newsletter.

### **Questions or Additional Information**

If you have any questions or need additional information you can contact the Office of Internal Audit, within the Office of Budget and Management at 807-4700.

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**Appendix A**  
**Nomination Form**

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APPENDIX A

**Council of Internal Auditing  
Award of Excellence Program  
Nomination Form**

The North Carolina Award of Excellence is the Council of Internal Auditing award for outstanding achievement and excellence. To express its appreciation for excellence in the field of internal auditing, this award is presented annually to honor a State internal auditor or a group of internal auditors who has made extraordinary contributions that promotes excellence in internal auditing.

**To be considered for the 2010 Award, complete the nomination form and attach all supporting materials. Information must be submitted to the Office of Internal Auditing, 116 W. Jones Street, 20320 Mail Service Center, Raleigh, North Carolina 27699-0320, Attn: North Carolina Award of Excellence Program, no later than June 1, 2011.**

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Name of Person Submitting Information and Position Title

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State Agency and Address of Person Submitting Information

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Contact Information of Person Submitting Information (phone number and email)

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Nominee Name

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Position of Nominee (Use working title rather than job classification)

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State Agency and Address of Nominee

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Nominee Contact Information (phone number and email)