

**2008 GOVERNOR'S AWARDS FOR  
DISTINGUISHED STATE SERVICE (STATE EMPLOYEE OF THE YEAR),  
STATE MANAGER OF THE YEAR, AND  
TEAM EXCELLENCE AWARD OF MERIT (TEAM)**

**Nomination Procedures and Instructions**

Nomination Process:

- 1) Complete the appropriate nomination form:
  - A. Nomination form and pertinent supporting information may not exceed three (3) pages.
  - B. Any letters of support or recommendation will be counted toward the three (3) pages.
  - C. Ensure that the reasons for nomination address the suggested selection criteria.
- 2) In addition to each nomination form, please provide a summary of the nomination of no more than three (3) or four (4) sentences. Should the nominee be selected as the overall category winner for the Governor's Award, this summary will be read at the Governor's Award ceremony.
- 3) Submit nomination form and pertinent supporting information to the Office of Human Resources, 2440 Campus Road, Administrative Services Building 2, **no later than Friday, May 30, 2008.**
- 4) Nominees will be notified of their nominations, as well as the identity of the nominator, unless otherwise specified.

Selection Process

Upon submission of all University nominations to the Office of Human Resources by the due date, the University of Hawai'i's selection committee will select one (1) University nominee for each award category.

The University's nominees will then be submitted to the Department of Human Resources Development for consideration for the 2008 Governor's Awards in the appropriate category.

**SUGGESTED SELECTION CRITERIA FOR THE GOVERNOR’S AWARD FOR DISTINGUISHED STATE SERVICE:**

<u>VALUES</u>	<u>FACTORS</u>
30 points	Exceptional contributions to the attainment of program objectives
25 points	Significant improvements in the delivery of service and/or cost savings to the State
20 points	Sustained superior performance in one’s job for the year for which this award is being given
10 points	Significant contributions to social, scientific, or technological progress/development
10 points	Creative solutions to difficult problems
5 points	Distinctive participation in professional and community affairs

**SUGGESTED SELECTION CRITERIA FOR THE STATE MANAGER OF THE YEAR AWARD:**

<u>VALUES</u>	<u>FACTORS</u>
30 points	Outstanding and consistent successes in performing the management functions of his/her job (plan, organize, control)
25 points	Maintain a cooperative, cohesive team of motivated employees through professional management
20 points	Development of people in the work group to improve performance, increase knowledge, and prepare for advancement
20 points	Leadership and participation in developing and implementing innovative programs contributing to improved public service
5 points	Distinctive participation in professional and community affairs

**SUGGESTED SELECTION CRITERIA FOR THE GOVERNOR’S TEAM OF THE YEAR AWARD:**

<u>VALUES</u>	<u>FACTORS</u>
30 points	Outstanding work performance (e.g. customer service)
30 points	Creativity and innovation in achieving work efficiency or generating revenues or cost savings
20 points	Exemplary initiative and leadership
20 points	Significant contributions towards the attainment of program objectives and the department’s goal or mission