**NOMINATION FORM**

**2018 OUTSTANDING EMPLOYEES OF THE YEAR**

*REMINDER: The nominee(s) must be in a Regular-status position, employed by the nominating program for at least one (1) year, and have passed his/her/their initial new hire probation period.*

|  |  |
| --- | --- |
| Name of Nominee(s)  | Click here to enter text. |
| Position/Title(s) | Click here to enter text. |
| Project/Program | Click here to enter text. |
| Island | Click here to enter text. |
| Category | [ ] [ ] [ ]  | Exempt (Researcher/Project Manager/Professional)Non-Exempt (Project Support Staff)Team |

|  |  |  |
| --- | --- | --- |
| Principal Investigator  | Click here to enter text. | Date: Click here to enter text. |
| Principal Investigator E-mail | Click here to enter text. |
| Principal Investigator Phone | Click here to enter text. |
| Signature |  |

* Identify the period of the outstanding performance (e.g., weeks, months, years)

|  |
| --- |
| Click here to enter text. |

* Describe in detail how the nominee or team meets the Award criteria of “demonstrable, significant and outstanding” performance in one or more of the following four (4) categories (maximum of 1000 words to shape the nominee's video):
* Contribution to the improvement of their project,
* Development and implementation of a single unique activity or outstanding accomplishment,
* Sustained outstanding performance throughout the past year or years, or
* Other outstanding performance.

|  |
| --- |
| Click here to enter text. |

* Briefly describe: (a) your program/project and (b) its benefit to science, the field of study, and/or Hawai‘i.

|  |
| --- |
| Click here to enter text. |

* Briefly describe RCUH’s value to your project.

|  |
| --- |
| Click here to enter text. |

***Do not submit any ATTACHMENTS (e.g., letter of support, report, award, etc.) with this form; attachments will NOT be considered in the selection process***.

* Submit photos (1280x720 pixel resolution):
* 1 portrait photo of the Principal Investigator,
* 1 portrait photo of the nominee or group photo of team and
* 10 or more project photos and/or video of the nominee(s) to complement your nomination.

Please provide separate photo files and include any photography credits, if appropriate. Please do not embed photos into the nomination form.

* Provide details for on-location filming of nominee and PI:

|  |  |
| --- | --- |
| Address of Filming | Click here to enter text. |
| Location Conditions (e.g., office, field, high-altitude, etc.) | Click here to enter text. |
| Special Access Requirements, if any | Click here to enter text. |
| On-site Contact—Name, Phone Number, Email | Click here to enter text. |
| Possible Filming Dates in July, August, or September 2018 and suggested 3-hour block  | Click here to enter text. |

***Email nomination to:*** ***rcuh@rcuh.com*** ***by June 25, 2018. Please send photos via UH File Drop or Google Drive. An acknowledgment of receipt will be emailed for all submissions.***