**NOMINATION FORM**

**2019 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.*

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| 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 |

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| Principal Investigator  | Click here to enter text. | Date: Click here to enter text. |
| Principal Investigator Email | 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)

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| Click here to enter text. |

* Describe in detail how the nominee or team meets the Award criteria of “demonstrable, significant and outstanding” performance. Tell your nominee’s story in about 800-1000 words; your narrative will be used to shape the nominee’s video package. Include quantifiable data (e.g., dollars saved by project, number of dollars/projects/persons managed, number of persons served, etc.) whenever possible. Focus on the nominee’s
* 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.

**Contribution to the Improvement of Project**

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| Click here to enter text. |

**Development and Implementation of a Single Unique Activity or Outstanding Accomplishment**

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| Click here to enter text. |

**Sustained Outstanding Performance throughout the Past Year(s)**

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| Click here to enter text. |

**Other Outstanding Performance**

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| 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.

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| Click here to enter text. |

* Briefly describe RCUH’s contribution to your project. Include any instance in which RCUH assisted you in a complex recruitment, HR issue, procurement, etc.

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| 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***. Judges use only the nomination to evaluate:

* Initiative taken to develop the achievement or to advance the project.
* Leadership and resourcefulness in implementing the achievement or to advance the project.
* Impact of achievement on the project, professional field, and/or larger community.
* Other information on the importance, significance, and/or quality of the achievement.
* Submit photos (1280x720 pixel resolution):
* 1 portrait photo of the Principal Investigator,
* 1 portrait photo of the nominee or group photo of team, and
* 15-20 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. Filming may be in an office, laboratory, and/or field site, and may require multiple days. If there is a special event that

we should capture, please note it. A quiet indoor setting is required for nominee and PI interviews.

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| Address of ***OFFICE*** Filming | 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. |
| Available for Filming List all available dates and suggested 3-hour block during the following periods:June 17-28, July 15-Aug 15, Sept 3-6 | Click here to enter text. |

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| Address of ***LAB*** Filming | 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. |
| Available for Filming List all available dates and suggested 3-hour block during the following periods:June 17-28, July 15-Aug 15, Sept 3-6 | Click here to enter text. |

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| Address of ***FIELD SITE***Filming | 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. |
| Available for Filming List all available dates and suggested 3-hour block during the following periods:June 17-28, July 15-Aug 15, Sept 3-6 | Click here to enter text. |

***Email nomination to:*** ***rcuh@rcuh.com*** ***by May 31, 2019. Please send photos via UH File Drop or Google Drive. An acknowledgment of receipt will be emailed for all submissions.***