**NOMINATION FORM**

**2021 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 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. | |
| Category |  | Exempt (Researcher/Project Manager/Professional)  Non-Exempt (Project Support Staff)  Team |

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| --- | --- | --- |
| Principal Investigator Name | 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 |  | |

The Selection Committee will use this form to judge the nominee’s:

* 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.

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. |

Identify the period of the nominee’s 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. Instead of general statements, use specific examples. Recount any challenges the nominee faced and how they were overcome. Add comments made by others about the nominee's performance or accomplishment. Show how the nominee demonstrated initiative, leadership, and resourcefulness. Address the impact of the nominee's achievement on the project/professional field/larger community.   
  
Include quantifiable data (e.g., dollars saved by project, number of dollars/projects/ persons managed, number of persons served) whenever possible. Tell your nominee’s story in **approx.** **800-1000 total words** (when combining the four bolded fields below). 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 RCUH’s contribution to your research project (e.g., how RCUH may have assisted in a complex procurement, HR issue). *\*This will not be shared with judges.*

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| Click here to enter text. |

**Submit high resolution photos of the nominee via email attachment or UH FileDrop:**

Two (2) portrait photos of the nominee or two (2) group photos of the team; include photography credits, if appropriate. Please do NOT embed photos into the nomination form or attach supporting documents (e.g., newspaper articles, letters of support) as judges will ONLY view this nomination form.

***Email nomination to*** [***rcuh@rcuh.com***](mailto:rcuh@rcuh.com) ***by August 31, 2021. An acknowledgment of receipt will be emailed for all submissions.***