



Dean's Award for Outstanding Civil Service

The CTAHR Dean's Award for Outstanding Civil Service was established to recognize a Civil Service employee for exceptional work.

The awardee will be recognized at the 31st Annual CTAHR Banquet on May 10, 2019.

Award Amount

\$500 cash award

Eligibility

- All full-time Civil Service employees who have been employed continuously in CTAHR for at least 12 consecutive months are eligible.
- Employees who have been previously nominated but have never received this award, or who haven't received the award within the last 5 years and have made new contributions of note, may be re-nominated.

Some Examples of Civil Service Positions

Secretary, Clerk-Typist, Account Clerk, Clerk Steno, Farm Manager, Agricultural Technician

Nomination Documents to Submit

- Nomination letter describing the nominee's outstanding activities, accomplishments, and contributions to his/her unit.
- Two+ letters of support (requested by the nominator). One letter must be from the nominee's immediate supervisor. (Limit to two pages each.)

Criteria

Nominations should provide evidence of the following:

- Outstanding contributions to the program's efficiency and attainment of its objectives.
- Exceptional performance resulting in material improvements to the program's services.
- Record of exceptional competence, sustained efficiency, integrity, and dedication to the program's mission.
- Application of creative solutions to address difficult problems.

- Active interest and participation in departmental and/or college affairs.

Nominations Due

Tuesday, March 5, 2019

Submission

Submit all nomination packets to the CTAHR Office of Communication Services at ocs@ctahr.hawaii.edu or Gilmore 210.

Selection

The committee will be appointed by the CTAHR dean and director of Administrative Services.

Note: The selection committee may not make an award if it deems no candidate suitable, based on the documentation provided.



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