

CTAHR Civil Service Recognition Award 2023

Nomination Form

Instructions:

- ✓ A CTAHR Staff, Faculty, or Executive/Managerial, can nominate a CTAHR Civil Service Employee for this CTAHR Civil Service Award!
- ✓ Criteria for the CTAHR Civil Service Employee Award are:
 - Must be a current Civil Service Employee in CTAHR
 - Must be employed on February 1, 2023
 - No Self-Nominations
- ✓ CTAHR Civil Service Employee must also meet the 3 categories of Lokahi, Work 'til Pau Hana, and Customer Service with Aloha!
- ✓ Nominations must be submitted to ctahrdn@hawaii.edu by January 23, 2023.
- ✓ Deans and Associate Deans of CTAHR will review all nominations.
- ✓ Winner will receive \$1,000.00 cash award!

Nominator (Your) Information:

Name

Title

Email Address

Department

CTAHR Nominee Information:

Name

Title

Email Address

Department

1) Lokahi (Working Together)

- *Excels at working with individuals and teams.*
- *Communicates well (talks good and listens too!).*
- *Collaborates, cooperates with others, shows unity and harmony.*

How does your nominee exemplify excellent teamwork?

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2) Work 'til Pau Hana (Business Accomplishments)

- *Understands our CTAHR objectives and works hard to make them happen.*
- *Shows top-notch ability to organize and manage small or large projects/groups.*
- *Is a leader, individually, within any team or group... leads by word and by example.*

What very special tasks or projects have you seen your Nominee do?

3) Customer Service with Aloha!

- *Focuses on discovering, then meeting, customer needs both on time and courteously.*
- *Consistently sets the example of providing excellent internal Customer Service at the same level as external service.*

What very special tasks or projects have you seen your Nominee do?

Please submit your completed Nomination Form to ctahrdn@hawaii.edu by January 23, 2023.