

# 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](mailto:ctahrdn@hawaii.edu) by February 1, 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](mailto:ctahrdn@hawaii.edu) by February 1, 2023.