



STATE OF HAWAII
DEPARTMENT OF TRANSPORTATION
INCENTIVE SERVICE & AWARDS PROGRAM

**EMPLOYEE OF THE YEAR / SUSTAINED SUPERIOR
PERFORMANCE AWARD
NOMINATION FORM**

Nominee's Last Name, First, M. I. (Print or Type)	Position Title	Position No.	Years of Service
	Office Symbol (i.e. AIR-AF)	Island	Phone No.
Supervisor's Name / Title		Office Symbol (i.e. BUS-F)	Phone No.
Nominator's Name / Title / Office Symbol	Signature	Date	Phone No.

GENERAL FUNCTIONS OF NOMINEE'S POSITION:

REASONS FOR NOMINATION:

TO SUPPORT YOUR NOMINATION, ARE YOU WILLING TO BE INTERVIEWED BY THE ISAC COMMITTEE?

_____ YES _____ NO

*** OPTIONAL - INSTEAD OF ATTENDING INTERVIEW, LIST AT LEAST 2 DOT EMPLOYEES AS REFERENCES (Name, Phone Number, Office Symbol (i.e. BUS-F))**

ISAC: Employee of the Year/ Sustained Superior Performance

Guidelines

- Did the nominee make any exceptional contributions to the attainment of program objectives?
- Did the nominee make significant improvements in the delivery of service and/or cost savings to the State? If so, please describe.
- Did the nominee think of creative solutions to difficult problems? If so, please describe.
- Did the nominee participate in any professional and/or community affairs organization during the year for which this award is being given? If so, please describe.
- Additional information.

ISAC Frequently Asked Questions

- What are these awards for?

To recognize HDOT employees who have shown to go beyond the call of his/her duties and responsibilities to achieve HDOT goals.

- Who is eligible for awards?

Any full-time HDOT employee is eligible.

- Who can submit nominations?

Any State employee can submit nominations. This includes State employees outside of HDOT.

- Are there different kinds of awards?

Yes, there are nomination forms available for the following categories: 1) Employee of the Year/Sustained Superior Performance, 2) Manager of the Year, 3) Team of the Year, and 4) Special Recognition.

- Where can I find the nomination forms?

Nomination forms can be found on the HDOT electronic library or through your HR Office.

- How are the awards determined?

A committee consisting of supervisors and managers from all divisions evaluate the nominations.