



STATE OF HAWAII
DEPARTMENT OF TRANSPORTATION
INCENTIVE SERVICE & AWARDS PROGRAM

SPECIAL RECOGNITION AWARD
NOMINATION FORM

Nominee's Last Name, First, M. I. (Print or Type)	Position Title	Position No.	Yrs. of Service
	Office Symbol (i.e. AIR-AF)	Island	Phone No.
Supervisor's Name / Title / Office Symbol (i.e. PER-T, AIR-ED, HWY-HM, HAR-OM, etc.)			Phone No.
Nominator's Name / Title / Office Symbol	Signature	Date	Phone No.

GENERAL FUNCTIONS OF NOMINEE'S POSITION:

REASONS FOR NOMINATION:

(The Special Recognition (SR) Award is designed to recognize a "Single" outstanding act or service performed by an employee or group of employees, out of their normal duties and responsibilities, which greatly benefits the Department. The award will not be awarded to personnel for performing their normal duties and responsibilities.)

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

_____ YES _____ NO

Please limit to only two additional 8-1/2" x 11" sheets, including letters of support, pictures, etc.

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.