



STATE OF HAWAII
DEPARTMENT OF TRANSPORTATION
INCENTIVE SERVICE & AWARDS PROGRAM

ISAC TEAM OF THE YEAR AWARD
NOMINATION FORM

Name of Team (Print or Type)		Division / Branch / Section		Island
Team members (Last Name, First and Position Title)				
Supervisor's Name / Title			Office Symbol (i.e. BUS-F)	Phone No.
Nominator's Name / Title / Office Symbol	Signature		Date	Phone No.
TEAM ASSIGNMENT / OBJECTIVE:				
REASONS FOR NOMINATION:				
<p>TO SUPPORT YOUR NOMINATION, ARE YOU WILLING TO BE INTERVIEWED BY THE ISAC COMMITTEE?</p> <p style="text-align: center;"> <input type="checkbox"/> YES <input type="checkbox"/> NO </p>				

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

ISAC: Team of the Year

Guidelines

- Describe the specific achievement in detail including:
 - The way and degree to which the team demonstrated exemplary initiative and leadership, outstanding work performance, creativity and innovation in achieving work efficiency or generating revenues or cost savings, and or significant contribution towards the attainment of program objectives.
 - How the team's results benefit the program or department.
- Describe each achievement in the nomination detail by using the following criteria:
 - Describe an outstanding incident going above and beyond the call of duty that the team performed.
 - Describe the team's use of creativity and innovation in achieving work efficiency or generating revenues or cost savings.
 - Describe the team's contribution to significantly reach program objectives and/or the department's goal or mission.
- 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.