**NOMINATION FORM**

**2020 OUTSTANDING EMPLOYEES OF THE YEAR**

*REMINDER: The nominee(s) must be in a Regular-status position, employed by the nominating program for at least one (1) year, and have passed his/her/their initial new hire probation period.*

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| Name of Nominee(s) | Click here to enter text. | |
| Position/Title(s) | Click here to enter text. | |
| Project/Program | Click here to enter text. | |
| Category |  | Exempt (Researcher/Project Manager/Professional)  Non-Exempt (Project Support Staff)  Team |

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| Principal Investigator | Click here to enter text. | Date: Click here to enter text. |
| Principal Investigator Email | Click here to enter text. | |
| Principal Investigator Phone | Click here to enter text. | |
| Signature |  | |

* Identify the period of the outstanding performance (e.g., weeks, months, years)

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| Click here to enter text. |

* Describe in detail how the nominee or team meets the Award criteria of “demonstrable, significant and outstanding” performance. Tell your nominee’s story in about 800-1000 words. Include quantifiable data (e.g., dollars saved by project, number of dollars/projects/persons managed, number of persons served, etc.) whenever possible. Focus on the nominee’s
* Contribution to the improvement of their project,
* Development and implementation of a single unique activity or outstanding accomplishment,
* Sustained outstanding performance throughout the past year or years, or
* Other outstanding performance.

**Contribution to the Improvement of Project**

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| Click here to enter text. |

**Development and Implementation of a Single Unique Activity or Outstanding Accomplishment**

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| Click here to enter text. |

**Sustained Outstanding Performance throughout the Past Year(s)**

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| Click here to enter text. |

**Other Outstanding Performance**

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| Click here to enter text. |

* Briefly describe: (a) your program/project and (b) its benefit to science, the field of study, and/or Hawai‘i.

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| Click here to enter text. |

* Briefly describe RCUH’s contribution to your project. Include any instance in which RCUH assisted you in a complex recruitment, HR issue, procurement, etc.

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| Click here to enter text. |

***Do NOT submit any ATTACHMENTS (e.g., letter of support, report, award, etc.) with this form; attachments will NOT be considered in the selection process***. Judges only use the nomination to evaluate:

* Initiative taken to develop the achievement or to advance the project.
* Leadership and resourcefulness in implementing the achievement or to advance the project.
* Impact of achievement on the project, professional field, and/or larger community.
* Other information on the importance, significance, and/or quality of the achievement.
* Submit photos (1280x720 pixel resolution):
* 1 portrait photo of the nominee or group photo of team, and
* 10-20 project photos of the nominee(s) to complement your nomination.

Please provide separate photo files and include any photography credits, if appropriate. Please do not embed photos into the nomination form.

***Email nomination to:*** [***rcuh@rcuh.com***](mailto:rcuh@rcuh.com) ***by September 8, 2020. Please send photos via UH File Drop or Google Drive. An acknowledgment of receipt will be emailed for all submissions.***