

**GOVERNOR'S AWARDS FOR
DISTINGUISHED STATE SERVICE (STATE EMPLOYEE OF THE YEAR),
STATE MANAGER OF THE YEAR, AND
TEAM OF THE YEAR AWARD**

Nomination Procedures and Instructions

Nomination Process:

- 1) Complete the appropriate nomination form.
 - The contest year for the 2024 Governor's Awards is January 1, 2023 through December 31, 2023.
 - The total write-up for a nominee may not exceed three (3) pages. The three-page maximum includes letters of support, if any.
 - Reasons for the nomination should address the suggested selection criteria.
 - Please be sure all candidates meet the eligibility requirements of each category.
 - Eligibility for Manager of the Year category is limited to employee positions classified as
 - APT Band C or D
 - Faculty Directors
 - Executive/Managerial**and** who supervises and is responsible for evaluating the work performance of other employees.
 - The Governor's Team of the Year Award guidelines have been revised to clarify *team achievements*, which are indicated on the Team nomination form.
- 2) In addition to the nomination form, provide a summary of the nomination that is no more than four (4) sentences. The summary is not counted toward the three (3) page limit. Should the nominee be selected as the overall category winner for the Governor's Award, the summary will be read at the Governor's Award ceremony.
- 3) Submit the nomination form and pertinent supporting information to the Office of Human Resources (OHR) via file drop (www.hawaii.edu/filedrop) to mkho@hawaii.edu, by fax to (808) 956-3952, or by mail to 2440 Campus Road, Administrative Services Building 2. All nominations need to be submitted to OHR by the deadline stated in the announcement.
- 4) Nominees will be notified of their nomination and the identity of the nominator(s), unless otherwise specified.

Selection Process

- 1) Upon submission of all University nominations to the Office of Human Resources by the designated deadline above, the University of Hawaii's review committee will select one (1) University nominee for each award category.
- 2) The University's nominations for each category will then be submitted to the State Department of Human Resources Development for consideration for the Governor's Awards in the appropriate category.
- 3) The Governor's Awards review committee will be asked to use the following suggested selection criteria in its evaluation. Nominees will have the best chance for award consideration if the submission(s) addresses each factor.