

## NOMINATION DEADLINE EXTENDED



Have you been waiting to publicly acknowledge your DHS employees and co-workers for their hard work and accomplishments? Nominate them for a DHS Incentive Award! **The Awards nomination deadline has been extended to May 8, 2013.**

Nomination forms are available for download from the [Q:PERS/ERS/Awards](#) folder, or the DHS website <http://humanservices.hawaii.gov/internal-communications/>. You also may call the Personnel Office, Employee Relations and Safety (PERS/ERS) staff at 586-4982. Submit completed forms to the DHS PERS/ERS.

**Sustained Superior Performance** — This employee demonstrates:

- exceptional contributions to the attainment of program objectives;
- significant improvements in the delivery of service or cost savings to the State, or both;
- sustained superior performance in one's job during the current contest year, 2012;
- significant contributions to social, scientific or technological progress;
- creative solutions to difficult government problems; and,
- distinctive participation in professional and community affairs.

**Manager of the Year** — This manager demonstrates:

- outstanding and consistent success in performing the management functions of his or her job;
- maintenance of cooperative, cohesive team of motivated employees through professional management;
- development of people in the work group to improve performance, increase knowledge and prepare for advancement;
- leadership and participation in developing and implementing innovative program contributing to improved public services; and,
- and distinctive participation in professional and community affairs.

**Team of the Year Award** — This team demonstrates:

- exemplary initiative and leadership, outstanding work performance, creativity and innovation;
- efficient work practices and/or generates revenues or cost savings, and/or significant contribution towards the attainment of program objectives; and,
- tangible benefits or results.

**Don't miss this opportunity to recognize your outstanding employees and coworkers!**