AWARD CRITERIA AND NOMINATION PROCESS

University of Hawai‘i at Hilo
EXCELLENCE IN BUILDING AND GROUND MAINTENANCE AWARD

Description
Presented to a building or ground maintenance employee who has made significant contributions to the University of Hawai‘i at Hilo.

Eligibility and Nomination
1. Nominee must be working as a janitorial, grounds or maintenance employee at UH Hilo.
2. Nomination must be an individual nomination, not a group or team.
3. Nominee must go beyond the call of his/her duties.
4. Nomination form and deadline information can be found online at Faculty and Staff Awards.

Criteria
The selection committee will evaluate nominations based on exceptional contributions to:
1. Improve the physical appearance of the campus.
2. Participate in the beautification of buildings and grounds.
3. Develop procedure(s) to save UH Hilo money or make operations more efficient.
4. Show sustained superior performance on the job.
5. Exemplify excellence in service to students, faculty, staff and the general public.
6. Nominations may also cite other related criteria.

Guidelines for Selection Committee
1. Members of the selection committee will be appointed by the chancellor.
2. The selection committee will evaluate the nominations and select the awardee.
3. Members of the selection committee may not nominate or actively support a nominee.

4. If a member of the selection committee is a nominee, s/he will be replace with another member appointed by the chancellor.

**Procedure**

Administrators, faculty, staff, and/or students may nominate candidates for the award. For a valid nomination, follow these rules:

1. A completed nomination form.
3. Nomination must be received by the deadline.