

Government of the United States Virgin Islands
Public Service
Recognition Week

*When we strive to become better than we are,
everything around us becomes better too.*

—Paulo Coelho, The Alchemist



Award Criteria



OBJECTIVE

This year marks the thirty-second (32nd) year of the Annual Employee Recognition and Awards Ceremony. Employees who have performed in an exemplary manner will be recognized during Public Service Recognition Week set from Sunday, May 2, 2021, through Saturday, May 8, 2021. The employee award and recognition ceremony will be held on Thursday, May 6 on the island of St. Thomas and Friday, May 7, 2021, on St. Croix. The objective of the program is to recognize employees that have made significant contributions in areas related to the improvement of operation and customer satisfaction and who have demonstrated and contributed to improving the quality of life for the people and performance of the Government of the Virgin Islands. The recognition program will be managed with the support and administration of each agency's personnel officers.

SELECTION COMMITTEE

The selection committee should consist of the following: department/agency head, one personnel officer, one supervisor and one employee. This committee is responsible for the final selection of the Employee of the Year. These individuals will evaluate, discuss and vote on the selection of the final employee(s) based on the criteria.

ELIGIBILITY

Employees are eligible to participate in the employee recognition program regardless of their classification status. With that said, you will have one (1) representative from your respective agency in each District. Employees will be selected based on the criteria established by the Division of Personnel's Director.

ESTABLISHED CRITERIA

Employee(s) must meet at least three out of four criteria listed. If the employee functions in a supervisory position, employee must meet the criterion entitled: Leadership/Initiative.

PROFESSIONALISM

Employee conducts himself or herself in a manner consistent with the values and goals of the Agency and the Government of the Virgin Islands. Employee demonstrates an above-average knowledge of their job responsibilities and delivers a high-quality job performance and services. The employee is consistently poised in the face of obstacles, challenges, and adversity.

CUSTOMER FOCUS

Employee consistently recognizes and meets the needs and requirements of internal/external (where applicable) customers. Employee demonstrates compassion in dealing with the customer, being mindful of how his or her attitude and actions are perceived. Employees use problem-solving techniques, when necessary, to satisfy the customer's needs and reflects a positive image of the Agency.

Award Criteria *cont.*



TEAMWORK

Employee consistently demonstrates the spirit of teamwork by offering support to fellow employees whenever a need arises for a collective effort in accomplishing a task or goal. Employee takes a positive approach in interacting with fellow employees.

INNOVATION

Employee has developed an original idea or suggestion that has a positive effect on the operations, policy and/or procedure of the Agency or Government of the Virgin Islands. The end result of the idea or suggestion is a reduction in cost(s) to the operation of the Agency or increased efficiency or accountability.

LEADERSHIP INITIATIVE

Employee must meet this criterion if in a leadership/supervisor position. Employee must possess leadership/initiative qualities, with at least one specific example cited on the nomination form.

- Creates an environment that fosters respect, fairness and accountability.
- Shows commitment to the mission of the Department, Agency or Instrumentality and values and exemplifies them.
- Help their subordinates to build skills and technical knowledge
- Ensures proper training and follow up (organization and planning of work) to help subordinates succeed in their job.
- Handles interpersonal relationships judiciously and empathetically.

SUBMISSIONS

HR Officers (ONLY):

Nominations for the 32nd Annual Employee Recognition Awards are due by:
Tuesday, March 16, 2021

CONTACT US

Ms. Damali Rogers and Ms. Monica Webbe

Email: gviemployeeoftheyear@dop.vi.gov

Phone: 340.774.8588

Employee Nomination Form



(Please Print or Type)

One Rockstar Nominee per form

TELL US ABOUT YOUR ROCKSTAR NOMINEE

RockStar Nominee: _____
Correct spelling (First) (Middle) (Last)

RockStar Nominee Title: _____

Department/Division: _____
 St. Croix St. John St. Thomas

Male Female E-Mail Address: _____

Cellular Phone Number: _____ Office No./Ext. _____

T-Shirt Size: _____ (e.g. Small, Medium, Large, X-Large, 2X, 3X)

TELL US WHAT IS EXTRAORDINARY ABOUT YOUR GVI ROCKSTAR NOMINEE

Please select three out of the five criteria that best describes the GVI RockStar Nominee.

Note: Nominee in a supervisory position must meet criterion Leadership/Initiative.

Check all that apply and provide an example for each criterion selected.

PROFESSIONALISM

CHECK ALL THAT APPLY AND PROVIDE AN EXAMPLE IN THE SPACE PROVIDE.

Confident Ethical Appearance and Professional Presence Accountable

CUSTOMER FOCUS

CHECK ALL THAT APPLY AND PROVIDE AN EXAMPLE IN THE SPACE PROVIDE.

Problem Solver Positive Attitude Product Knowledge Communication Skills

TEAMWORK

CHECK ALL THAT APPLY AND PROVIDE AN EXAMPLE IN THE SPACE PROVIDE.

Encourages Communication Safety Conflict Resolution Embraces Collaboration

INNOVATION

CHECK ALL THAT APPLY AND PROVIDE AN EXAMPLE IN THE SPACE PROVIDED.

Initiative Creativity Divergent Thinking Proactivity & Persistence

LEADERSHIP/INITIATIVE

NOMINEE IN A SUPERVISORY POSITION MUST MEET THIS CRITERIA.

Organizational/Planning Executes the Vision Motivator Emotional Intelligence

WHAT'S YOUR WHY?

Explain in a three-sentence paragraph why this employee was selected for an award. Please print or type.

TELL US ABOUT YOUR HUMAN RESOURCES OFFICER

Who is the Human Resources Officer for the Department?

ST. THOMAS/ST. JOHN

Name: _____

Title: _____

Email: _____

Phone: _____ ext. _____

ST. CROIX

Name: _____

Title: _____

Email: _____

Phone: _____ ext. _____

NOMINATOR INFORMATION

Nominator: _____

Title: _____

Department/Division: _____

St. Croix

St. John

St. Thomas

Contact Number: _____

Date: _____

EMAIL THE COMPLETED FORM, TO YOUR HR OFFICER.

HR OFFICERS (ONLY) ARE TO SEND THE FINAL 2 SELECTIONS TO THE EMAIL BELOW:

GVIEMPLOYEEOFTHEYEAR@DOP.VI.GOV

NO LATER THAN **TUESDAY, MARCH 16, 2021**

PHONE: 340.774.8588

DAMALI ROGERS AND MONICA WEBBE

Schedule, Fees & Deadlines



SCHEDULE AND DEADLINES

<i>Description</i>	<i>Dates</i>	<i>Time</i>	<i>Location</i>
<i>Nomination Forms Due</i>	Tuesday, March 16, 2021		Territory-wide
<i>Orientation - Virtual</i>	Friday, March 19, 2021	1:00 pm - 2:00 pm	STT/STJ - via Zoom
<i>Orientation - Virtual</i>	Friday, March 19, 2021	3:00 pm - 4:00 pm	STX - via Zoom
<i>Booklet Ads Due</i>	Monday, March 29, 2021		Territory-wide
<i>Award Ceremony - Virtual</i>	Thursday, May 6, 2021	10:00 am	St. Thomas/St. John
<i>Award Ceremony - Virtual</i>	Friday, May 7, 2021	10:00 am	St. Croix

FEES

DUE BY MONDAY, MARCH 29, 2021

<i>Description</i>	<i>Cost</i>	<i>Type</i>
<i>Plaques</i>	\$175.00	Mandatory - per RockStar
<i>Full-Page Color Ad (in local newspaper)</i>	\$100.00	Mandatory - per RockStar
<i>Full-Page Booklet Ad</i>	\$100.00	Optional
<i>Half-Page Booklet Ad</i>	\$50.00	Optional
<i>Total Mandatory Fees per Department/Agency</i>	\$550.00	Mandatory with 2 RockStar Nominees

AFTER MONDAY, MARCH 29, 2021, A LATE FEE OF \$100 WILL BE ASSESSED.

PAYMENT OPTIONS

CERTIFIED CHECK	MONEY ORDER	GVI PURCHASE ORDER	NO CASH	NO CREDIT
-----------------	-------------	--------------------	---------	-----------

****SOME FEES MAY BE SUBJECT TO CHANGE****

E-mail questions/concerns to the Division of Personnel: gviemployeeoftheyear@dop.vi.gov or
Contact us via phone: 340.774.8588 - DAMALI ROGERS AND MONICA WEBBE.