

**Government of the United States Virgin Islands**

# **Public Service Recognition Week**

**May 1, 2022—May 7, 2022**

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

*—Paulo Coelho, The Alchemist*



**Division of Personnel**

**EMPLOYEE of the  
YEAR AWARD**

**33rd**

**2022**



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# Award Criteria

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## OBJECTIVE

This year marks the thirty-third (33<sup>rd</sup>) 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 1, 2022, through Saturday, May 7, 2022. The employee award and recognition ceremony will be held on Thursday, May 5, on the island of St. Croix and Friday, May 6, 2022, on St. Thomas. 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.

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# Award Criteria *cont.*

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## 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.

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## SUBMISSIONS

### **HR Officers (ONLY):**

Nominations for the 33<sup>rd</sup> Annual Employee Recognition Awards are due by:  
**Friday, February 11, 2022**

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## CONTACT US

Ms. Janice Freeman and Ms. Monica Webbe

**Email:** [gviemployeeoftheyear@dop.vi.gov](mailto:gviemployeeoftheyear@dop.vi.gov)

**Phone:** 340.774.8588

# Employee Nomination Form



(Please Print or Type)

*One Shining Star Nominee per form*

## TELL US ABOUT YOUR SHINING STAR NOMINEE

Shining Star Nominee: \_\_\_\_\_  
Correct spelling (First) (Middle) (Last)

Shining Star 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 SHINING STAR NOMINEE

Please select three out of the five criteria that best describes the GVI Shining Star 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.

## HUMAN RESOURCES OFFICER CONTACT INFORMATION

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 FRIDAY FEBRUARY 11, 2022**

PHONE: 340.774.8588

JANICE FREEMAN AND MONICA WEBBE

# Schedule, Fees & Deadlines



## SCHEDULE AND DEADLINES

Description	Dates	Time	Location
<i>Nomination Forms Due</i>	Friday, February 11, 2022		Territory-wide
<i>Orientation - Virtual</i>	Friday, March 16, 2022	1:00 pm - 2:00 pm	STT/STJ - via Zoom
<i>Orientation - Virtual</i>	Friday, March 16, 2022	3:00 pm - 4:00 pm	STX - via Zoom
<i>Booklet Ads Due</i>	Monday, March 21, 2022		Territory-wide
<i>Award Ceremony - Virtual</i>	Thursday, May 5, 2022	10:00 am	St. Croix
<i>Award Ceremony - Virtual</i>	Friday, May 6, 2022	10:00 am	St. Thomas/St. John

## FEES

DUE BY MONDAY, FEBRUARY 21, 2022

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

**AFTER MONDAY, FEBRUARY 21, 2022, A LATE FEE OF \$100 WILL BE ASSESSED.**

## PAYMENT OPTIONS

CERTIFIED CHECK	MONEY ORDER	GVI PURCHASE ORDER	NO CASH	NO CREDIT
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**\*\*SOME FEES MAY BE SUBJECT TO CHANGE\*\***

E-mail questions/concerns to the Division of Personnel: [gviemployeeoftheyear@dop.vi.gov](mailto:gviemployeeoftheyear@dop.vi.gov) or  
Contact us via phone: 340.774.8588 – JANICE FREEMAN AND MONICA WEBBE.