

VTR STAR AWARD SELECTION CRITERIA

ELIGIBILITY: Any regular full-time employee of the Vehicle Titles and Registration Division (VTR). One field office and one headquarter office employee shall be honored each year. Directors are not eligible.

NOMINATION REQUIREMENTS: Nominees are to be individuals who have demonstrated outstanding service and dedication in fulfilling the Mission and Vision of VTR and of the Texas Department of Transportation.

Nominations may be submitted by any VTR employee for one Field Office and one Headquarter Office candidate per year. Nominations may also be submitted by a County Tax Assessor-Collector or another motor vehicle administration partner.

NOMINATION PROCEDURES: Nominations must be submitted in essay form (one page/500 words or less) on a **VTR Star Award** Nomination Form (attached) in a personal and confidential envelope addressed to: Jerry Dike, TxDOT VTR, Attn: VTR Star Award, 4000 Jackson Avenue, Austin, Texas 78731. The deadline for submission is September 20, 2004 for the awards to be presented in November. The nominations shall include the following:

- A description of the individual's contributions.
- A description of the significance of the contributions and how the contributions are clearly beyond the contributions of other individuals.
- Specific accomplishments which make the nominee truly outstanding and reflect the individual's dedication to the VTR and Department Mission and Vision.

SELECTION PROCEDURE: An Award Review Committee consisting of past award recipients will submit six award nominees from the list of candidates (three field office and three headquarter office) and the finalists from the previous year to the Selection Committee who will make the final selection of the employees to be honored.

SELECTION CRITERIA:

1. Contributions clearly beyond those of other individuals in supporting the Mission and Vision of VTR and the Department.
2. Contributions exhibit outstanding service and dedication.
3. Candidate has exhibited outstanding leadership.
4. Candidate has provided outstanding internal/external customer service.
5. Candidate has made significant accomplishments in developing growth of self or others.
6. Contributions enhance the working environment.
7. Contributions enhance the image of VTR within TxDOT and/or the community.
8. Contributions of significant effectiveness and efficiency to state and county motor vehicle administration.

SELECTION COMMITTEE: Selection Committee will consist of Director, Deputy Director, and appointees of the Director.

AWARD: An individual Star Award will be given to each award recipient and their name will be added to a master plaque located in the Austin Headquarters that displays the names of all regional office and headquarter award recipients.