***Please note: this is a preview of the questions on the nomination questionnaire. The official questionnaire must be completed and submitted using the*** [***online form or through Google Forms***](https://lsa.umich.edu/lsa/faculty-staff/human-resources/staff-achievement/staff-recognition/nomination-questionnaires/kay-beattie-distinguished-service-award-nomination-questionnaire.html)***.***

***General Instructions***

* Be specific–give examples and the details of what your candidate has done that meets the selection criteria.
* While every candidate will not exhibit all of the award criteria, it is possible that certain characteristics or experiences could fulfill more than one criterion. The more complete a nomination form is, the more information the Selection Committee has to evaluate the nominee’s candidacy. If there is no reasonable response, “not applicable” is acceptable for questions that don’t apply.
* Avoid general statements such as: “the nominee has a pleasant personality,” “the nominee is a seasoned professional,” or “the nominee is always helpful.”
* Include as much qualitative and quantitative information as you can about the nominee’s work and contributions on behalf of the unit/College: “the nominee revised a work process that cut response time in half, and improved service to students and faculty”, or “the nominee’s willingness to listen allowed her to successfully resolve conflict.”
1. Confirm that the nominee has more than 15 years of service at the University.
2. Describe how the nominee’s career has exhibited progressive advancement, taking on increasing levels of responsibility, sustaining noteworthy performance throughout their career.
3. Describe how the nominee has displayed willingness to help others achieve their goals.
4. Describe how the nominee has exercised outstanding supervisory or mentoring skills; and/or facilitated the success of others.
5. Describe how the nominee has exhibited strong work qualities such as dependability, patience and commitment.
6. Describe how the nominee has demonstrated a willingness to take on new and/or additional tasks; or pitched in when needed.
7. Describe ways in which the nominee has fostered collaboration and cooperation among colleagues.
8. Describe how the nominee has demonstrated exemplary citizenship within the College.