***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/outstanding-individual-employee-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. Provide a general summary of why this individual is deserving of the **Outstanding Individual Employee Award** for 2017.
2. Describe how the nominee demonstrated unusual initiative or creativity; or offered a novel problem resolution.
3. Describe how the nominee developed innovations that improve work processes and are resource-conscious.
4. Describe how the nominee communicated openly and constructively about addressing challenges.
5. Discuss how the nominee behaved as a leader among peers by acting to facilitate the success of others.
6. Describe how the nominee exhibited strong work qualities such as dependability, patience and commitment.
7. Describe the nominee’s demonstrated willingness to take on new and/or additional tasks; or to pitch in when needed.
8. Describe how the nominee fostered collaboration and cooperation among colleagues.
9. Describe ways in which the nominee extended extra effort to help others (students, faculty, staff, visitors).
10. Describe how the nominee demonstrated exemplary citizenship within the College.