***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-staff-team-award-nomination-questionnaire.html)***.***

***General Instructions***

* Be specific–give examples and the details of what your team/work group has done that meets the selection criteria.
* While every team/work group 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 team/work group’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.”
* Be sure to describe how the team members worked collaboratively for the benefit of the unit/LSA. The nomination statement should explain the importance of team effort to the group’s overall success.

1. Provide a general summary of why this team or work group is deserving of the **Outstanding Staff Team Nomination** for 2017.
2. Describe how the team members actively pooled its skills, talents and knowledge, with evidence of each member’s contributions and mutual support of each other.
3. Describe what benefits have accrued from the team or work group’s efforts.
4. Describe how the team tackled a project or assignment larger than its members’ individual job descriptions.
5. Describe how the team developed innovations that improved work processes and were resource-conscious.
6. Describe how the team members exhibited a willingness to help others achieve their goals.
7. Describe the strong work qualities exhibited by the team members, such as dependability, patience and commitment.
8. How did team members demonstrate their willingness to take on new and/or additional tasks? Describe their commitment to pitch in when needed.
9. How did the team foster collaboration and cooperation among colleagues?
10. Describe any unusual initiative or creativity; or how the team offered a novel resolution to a problem.
11. Describe how team members demonstrated exemplary citizenship within the College.