***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/robin-sarris-outstanding-supervisor-award-nomination-questionnai.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 Robin Sarris Outstanding Supervisor 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 improved work processes and were resource-conscious; and how this same behavior was encouraged in others.
4. Describe the nominee's outstanding supervisory or mentoring skills; and how the nominee facilitated the success of others.
5. Describe how the nominee fostered an environment that helped others achieve their goals.
6. Describe how the nominee exhibited strong work qualities such as dependability, patience and commitment.
7. Describe the nominee’s 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 teams or colleagues internal or external to the department.
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.