Supplemental Questionnaire

2016 Carl A. Donaldson Award
For Excellence in Management

To nominate an individual for this award we ask that the immediate supervisor provide information and examples that demonstrate the nominee’s qualifications for this award by answering the following questions. You must also include two letters of recommendation that provide information regarding this individual’s management skills.

Responses are due December 17, 2015.

1. Describe the nominee’s major areas of responsibilities in her/his current position.
2. How long have you known the nominee?
3. How would you rate the nominee as someone:
   a. to work for?
   b. to work for you?
4. Describe incidents or give examples illustrating the nominee’s exceptional ability at:
   a. Demonstrating superior planning, decision-making and organizational skills.
   b. Promoting a teamwork attitude and creating atmosphere that encourages positive work relationships.
   c. Knowing when and what to delegate.
   d. Communicating effectively and resolving conflict skillfully.
   e. Displaying a commitment to self-development and professional growth.
   f. Supporting subordinates’ personal and professional development by providing educational opportunities and fair evaluations.
5. Summarize briefly what you see as the person’s greatest impact on the University community or the most significant results of this person’s work.
6. Describe the nominee’s involvement in activities beyond the scope of the job, including involvement in University committees or organizations, as well as activities in the community.

Feel free to contact the nominee for specific information if you feel it is appropriate.

Please include your name on your responses and return to:

Lindsay Augustyn - Awards Committee Co-Chair
251 AVH (0131)
402-472-8979
laugustyn2@unl.edu

Thank you for your participation in the nomination process!