



University of Nebraska–Lincoln
University Association for Administrative Development

<http://uaad.unl.edu>

Nomination Form

2017 Floyd S. Oldt Award

(For Exceptional Service to the University)

and

2017 Carl A. Donaldson Award

(For Excellence in Management)

All materials, including this **Nomination Form**, **Supplemental Questionnaire**, and **two Letters of Recommendation** are due to Jerry Doyle via email at jdoyle3@unl.edu by **December 16, 2016**.

Award nominating for (please check box): Carl A. Donaldson Award Floyd S. Oldt Award

NOMINEE:

Name:

Work Address:

Work Phone:

E-Mail:

NOMINATOR:

Name:

Work Address:

Work Phone:

E-Mail:

NOMINEE'S IMMEDIATE SUPERVISOR:

Name:

Work Address:

Work Phone:

E-Mail:

Nominator to answer:

Why do you feel this individual should be nominated for the *Floyd S. Oldt Award* or *Carl A. Donaldson Award*? Feel free to attach additional pages.

Please contact Jerry Doyle at jdoyle3@unl.edu or Jeff Sherrill at jeff.sherrill@unl.edu with any questions.



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Supplemental Questionnaire 2017 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 16, 2016**.

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 via email to:

Jerry Doyle – UAAD Awards Committee Co-Chair
E-mail: jdoyle3@unl.edu
Phone: 402-472-6743

Thank you for your participation in the nomination process!