

**2019-2020 College of Letters & Science  
University Staff Excellence Awards**

**Award Questionnaire**

Please answer the questions below to the best of your ability. The College of Letters and Science University Staff Issues Committee will select winners using the materials provided in the nomination file. Nominees will be evaluated in the following categories: *overall impact, initiative, leadership, and climate*.

Nominee: \_\_\_\_\_

Award Questionnaire completed by: \_\_\_\_\_

Department: \_\_\_\_\_

Position Title: \_\_\_\_\_

**Overall Impact**

1. What is the nominee's overall impact to the Program or University? How does their work performance make a significant contribution to the unit?

**Initiative**

2. How does the nominee take initiative? Do they improve or refine procedures, creatively resolve problems, or continually improve methods that enhance workplace goals?

**Leadership**

3. How does the nominee demonstrate outstanding leadership skills? Is the nominee a subject matter expert or regularly sought out for advice and consultation?

**Climate**

4. How does the nominee's behavior or attitude contribute to the creation of a positive workplace climate?