

**Administration & Business Affairs**  
**Staff Professionals Peer Awards**  
 2006 Nomination Form

The ABA staff professionals peer awards are presented annually to at least one ABA staff professional in each of six categories. This award process provides the opportunity for ABA staff professionals to recognize the contributions and achievements of their colleagues during the year. This is a staff peer award process. As such, nominations will be accepted from, and awards presented to, **ABA staff only**.

Please nominate one individual (only) per category. Recommendations for award are made to the CFO/Vice President for Administration by a team of prior-year staff award recipients. The Vice President will select from the recommendations at least one individual for award in each category. Awards will be announced at the ABA Spring Social. Award categories are as follows:

<b>Select only one category.</b>	
<input type="checkbox"/> <b>Customer Service</b> – Awards an ABA staff professional for outstanding customer service. This individual serves customers in a timely, efficient and professional manner, and strives to understand customer needs in order to provide the highest levels of service.  <u>Criteria</u> <ul style="list-style-type: none"> <li>▪ Consistently delivers high-quality service to customers</li> <li>▪ Examines methods of delivery to simplify processes and improve services to customers</li> <li>▪ Articulates processes and promotes understanding where limitations exist</li> </ul>	<input type="checkbox"/> <b>Problem Solver</b> – Awards an ABA staff professional for the consistent application of creativity (thinking <i>outside the box</i> ), knowledge and/or tenacity to solve problems. Individual follows through to the successful resolution of problems.  <u>Criteria</u> <ul style="list-style-type: none"> <li>▪ Accepts challenges to find creative solutions</li> <li>▪ Uses/shares knowledge resources to simplify complex issues</li> <li>▪ Is determined, resourceful, and persistent in seeing problems through to conclusion</li> </ul>
<input type="checkbox"/> <b>Teamwork</b> – Awards an ABA staff professional for outstanding contributions to the work of a unit, a team, or across unit lines. Individual's initiative and cooperation promote group achievement. Individual is willing to <i>go the extra mile</i> to assure the success of the team.  <u>Criteria</u> <ul style="list-style-type: none"> <li>▪ Works cooperatively and shares information to further the success of a team or group</li> <li>▪ Generates cooperativeness among co-workers to achieve positive outcomes</li> <li>▪ Enlists the resources of others to assure best results</li> </ul>	<input type="checkbox"/> <b>Optimism</b> – Awards an ABA staff professional who sees possibilities in all situations, and whose positive attitude continually leads to constructive actions. Individual engages others in positive thinking.  <u>Criteria</u> <ul style="list-style-type: none"> <li>▪ Consistently takes a positive approach in the face of challenges and obstacles</li> <li>▪ Always works pro-actively toward successful outcomes</li> <li>▪ Recognizes and acknowledges the best aspects of the workplace and the talents of co-workers</li> </ul>
<input type="checkbox"/> <b>Leadership</b> – Awards an ABA staff professional who is looked upon by others as a role model, who inspires others to reach new heights of excellence.  <u>Criteria</u> <ul style="list-style-type: none"> <li>▪ Exhibits a high degree of professionalism and integrity</li> <li>▪ Looks ahead to forge new directions and ways of doing things</li> <li>▪ Is insightful – provides guidance and judgment to help others succeed</li> </ul>	<input type="checkbox"/> <b>Award for Excellence</b> – Awards an ABA staff professional for outstanding performance over the long term, or for significant contributions to the success of an important project for the unit/department, the division or the University. The ABA Award for Excellence recognizes a professional, who exhibits qualities overall that culminate in excellence, including quality workmanship and/or service, productivity, dedication, responsiveness, dependability, integrity.  <u>Criteria</u> <ul style="list-style-type: none"> <li>▪ Performs at high levels to achieve successful or innovative results</li> <li>▪ All aspects of work demonstrate qualities of excellence</li> <li>▪ Has made a significant contribution to the workplace or a project with successful or innovative results</li> </ul>

**Nominee:** \_\_\_\_\_ **Staff Position:** \_\_\_\_\_ **Department:** \_\_\_\_\_

**Nominator:** \_\_\_\_\_ **Staff Position:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **E-Mail:** \_\_\_\_\_

On the next page, describe why the nominee is worthy of the award you have selected, based on how they meet the award criteria described above. Be sure to include specific examples that describe the qualities, activities and achievements of the nominee. You may attach additional pages if needed.

Please return your online form via e-mail to Annette Karle, [karlea@csus.edu](mailto:karlea@csus.edu), or mail a completed paper copy to Annette at **Mail Stop 6136** on or before **Monday, April 24, 2006**.

Award Category: \_\_\_\_\_ Nominee: \_\_\_\_\_

*The nominee is worthy of the award because he/she meets **one or more** of the selected criteria listed above for the award category selected, as follows:*

*Describe specific examples of the qualities, activities and achievements of the nominee (related to one or more of the award criteria).*