

BOSS OF THE YEAR AWARD NOMINATION GUIDELINES

Eligibility

All persons who meet the following requirements are eligible for nomination:

- Full time LSUA employee
- Supervisory role as defined by job description
- Minimum of one year of employment in supervisory role
- Minimum of two years since previous win

Judging

A panel of judges appointed by the Staff Senate shall make objective decisions based on written information included on this completed nomination form. No LSUA employees or their relatives will serve on the panel.

Nomination Information

All nominations should be on the following Boss of the Year Nomination Form. Letters of recommendation and/or other documentation are not required and will not be accepted.

Nominations should fully address each facet on the nomination form where special emphasis is placed on the nominee's greater contributions beyond a normal work load.

Any full-time employee, staff member, faculty member, or student worker may make a nomination.

**BOSS OF THE YEAR AWARD
2019 NOMINATION FORM**

Nominee: _____ **Title:** _____

Nominator: _____

LOYALTY AND RESPECT – shown to department, university, students, faculty, and staff; displays a positive attitude; listens to others and offers assistance; trusting when entrusted with confidence of another.

Comments:

RESPONSIBILITY AND PROFESSIONALISM – seeks individual responsibility for fulfilling one’s duties accurately and promptly while conducting oneself in an appropriate professional manner.

Comments:

INDIVIDUAL DEVELOPMENT – personal growth; offers new techniques or particular contributions; contributes toward department or university goals.

Comments:

PUBLIC RELATIONS – serves as an unofficial “ambassador” and/or “recruiter” of the university; seeks to enhance working relationships between department and other departments, students, faculty, staff and the public.

Comments:

CIVIC, CHARITABLE AND OTHER CONTRIBUTIONS – develops community relations; volunteers to serve with such agencies as United Way, Salvation Army, March of Dimes, Red Cross, and Habitat for Humanity etc...

Comments:

OTHER COMMENTS YOU WOULD LIKE TO SHARE ABOUT YOUR NOMINEE: