NOMINATION FORM
Casper College Quarterly Outstanding Administrator

This award is designed to recognize an administrator who demonstrates an outstanding service reputation. This would include: job performance, knowledge, effectiveness, character, communication, cooperation, judgment and interactions. The nominee must have completed a minimum of two years of service as an administrator at Casper College and have not received the honor during the previous five years. Administrators may not nominate themselves for this award.

This nomination form needs to be submitted to the Administrative Alliance Vice Chair no later than 5 PM on;

| July 15 | January 15 |
| October 15 | March 15 |

Date of nomination: ________________________

Nominator information:
Name:
Campus address or phone:
Email address:

I would like to nominate the following person for the Quarterly Outstanding Administrator Award:

Full name of nominee:
Current position/title:
Campus address or phone:
Email address:

In a letter please tell us how the nominee does the following:

1. How does nominee display outstanding professionalism?

Using the qualities below as a guideline, describe how the nominee demonstrates outstanding professionalism in the performance of his/her job. Please be specific in how those qualities are demonstrated with as many detailed examples as possible. This list is not exhaustive and not every point needs to be covered. This is only a guideline.

- Effective
- Efficient
- Innovative
- Retains historical perspective
- Grows professionally
- Strategic problem solver
- Sound judgment
- Decisive
- Listens
- Contributes
- Collaborates
- Works
- Responsible manager
- Handles administrative responsibilities and challenges
2. How does the nominee interact with others in an outstanding manner?

Using the characteristics below as a guideline, describe how the nominee demonstrates outstanding professionalism in the performance of his/her job. Please be specific in how those qualities are demonstrated with as many detailed examples as possible.

- Fosters mutual trust and support with students and colleagues
- Promotes sense of community
- Accessible
- Sensitive
- Praises and credits others
- Ethical
- Truthful
- Respectful
- Poised
- Supports Casper College and its mission
- Provides exceptional customer service

I have nominated this individual for the Casper College Quarterly Outstanding Administrator on my own accord.

(Signature of nominator)