

UNOPA 2017-18

Floyd S. Oldt Boss of the Year Award

The University of Nebraska Office Professionals Association (UNOPA) established an annual award to recognize University of Nebraska employees who demonstrate excellence in personnel management with their outstanding skills in employee supervision and interpersonal relations. Since 1991, this award has been funded through a generous endowment from the Floyd S. Oldt Trust.

Any full-time employee with management, administrative and/or supervisory responsibilities is eligible for nomination. An individual is eligible to be the recipient of this award only once. Nominations will be accepted for the University of Nebraska-Lincoln employees, University of Nebraska District Research and Extension Center employees, and employees of UNO and UNMC whose primary work location is on the Lincoln campus. In the event of a tie of total points given by the judges, the monetary award will be split among the winners.

The recipient of the award will receive a monetary cash award of \$500, a plaque, and a one-year UNOPA membership. All Floyd S. Oldt Boss of the Year Award Nominees will receive a printed certificate to commemorate their nomination and will be recognized at the presentation luncheon on Tuesday, November 14, 2017.

FLOYD S. OLDT BOSS OF THE YEAR NOMINATION GUIDELINES:

1. One or two typed pages – nomination according to the criteria listed below and in blind format. In addition-
2. Three (3) letters of recommendation in support of this nomination are required. Support letters must be in “blind format”. Only nominations with three support letters will be considered.

What is a “blind format”? To help assure impartially, nominee’s name, title and department are noted only on the front cover page. (Judges do not receive the cover page.) For all other pages (one or two pages addressing criteria plus support letters), do not use the nominee’s name, department or reference to gender. To reference nominee, it is suggested to use: this person, this nominee, this individual, our nominee, etc. Note: Any reference to nominee’s name or gender will be blackened by the Award Committee before the package goes to the judges. This makes it very difficult for the judges to read and may be a detriment to the nomination.

3. To be considered, nominees must meet ALL eligibility requirements. Judging will be based on a point system for each criteria section.
4. Please return this nomination, cover page, and your letters of recommendation no later than Monday, October 12, 2017.

COVER PAGE

Nominee's Full Name

Department

Campus Address and e-mail address

Phone Number

Nominated By

Nominator's Department

Campus Address

E-mail Address

Phone Number

NOMINATION CRITERIA:

On a separate paper please give your replies to the following questions or statements:

General Information:

Please include the Nominee's total number of years of service to the University, the total number of people the Nominee currently supervises, and the number of years the Nominee has served in their present capacity.

Supervisory Skills: (0-40 points)

1. Explain how Nominee uses organizational skills on the job.
2. Leadership is a valuable quality. In what ways does Nominee show leadership abilities?
3. Is Nominee involved in professional organizations or community work? If so, please name specific groups.
4. Describe Nominee's ability to motivate self and others, such as self-motivation, employee motivation, and/or departmental motivation.

Interpersonal Skills: (0-40 points)

1. How is Nominee open to employee suggestions and/or complaints pertaining to overall operations?
2. Does Nominee encourage employees to accept increasing responsibilities on the job?
3. Does Nominee present a professional image? Give examples.
4. Explain how Nominee exercises fairness in dealing with all employees?

Employee Personal and Professional Developments: (0-20 points)

1. What is the Nominee's attitude towards employee involvement in professional organizations? Does Nominee encourage such participation?
2. How does Nominee encourage employees to attend seminars and/or to continue their education?

Other comments which may support the above qualities: (0-10 points)

1. Include three (3) letters of recommendation.

Additional tips for writing a nomination:

The judges will be using the “criteria for evaluation” to assess each nomination. Be sure to address each of the criteria!

Cite specific examples- use descriptive adjectives (“this person is a terrific team player”) and then give a situation or example that shows that attribute.

Proofread! Check for spelling errors!

The judges are relying on your words and examples to “see” your nominee’s contributions. Speak from your heart!

Be timely in getting your nomination packet to the awards chairperson.

Submitting Nomination:

For further information or questions, contact LaRita Lang, llang@unl.edu, 402-472-3826

RETURN INFORMATION, COVER PAGE, AND LETTER(S) OF RECOMMENDATION TO:
LaRita Lang, 204 Schorr Center, Lincoln, NE 68588-0150

NOMINATIONS DEADLINE: Monday, October 12, 2017

AWARD PRESENTATION: Tuesday, November 14, 2017