

## Quality Staff Award Example

### SECTION 4: Questionnaire

Describe significant contributions and innovative ideas this nominee has made throughout the year.

John has recently transitioned to a supervisory role and has made great strides in unifying his division, supervising each staff in a personalized way. He has increased not only team work and camaraderie among staff, but has also ensured staff talents were being utilized to their fullest extent, increasing productivity in his division. He has also worked to reorganize the staff in his division to provide more specialized support to our department. This increased productivity has led to providing more support work to other divisions in the department. This has including providing support for two major grant applications, providing support for his comments on legislative issues, working on specialized reports, and working on special studies. His team is also working on re-launching a publication.

List examples of how this nominee has demonstrated initiative, a take-charge attitude, and improvement in a cooperative manner within their department.

John supervises a support division, which means he must work with staff from all programs of the department. Due to the varied aspects of the support provides, he must also work with support staff from all of HSC. He takes upon himself to meet with collaborators personally to see how he and his team can work with HSC support staff to provide for all the department needs. This has led to some internal support projects being outsourced to the main IT or main general services department, leaving internal staff the ability to focus on more specialized projects. He has a keen knack of knowing how to best utilize his staff's skills and how to leverage support from others to ensure the most efficient and effective use of his staff's time.

Give examples of how this employee has volunteered going the extra mile.

John has seen areas of improvement in the department and has taken the initiative to actively engage staff to make the improvements, even if it means more work for himself. He has been tasked with overseeing projects that he does not necessarily have a strong personal background in. He goes above and beyond by owning the project and learning what he can about the issues so he can assist further. He has researched server maintenance, programming language and several other specialized topics, all while doing his day-to-day job and supervising his staff.

Identify emerging leader qualities demonstrated by this nominee.

To say John can juggle projects is an understatement! He is quick to begin another task, even if he already has several going. Nothing gets pushed to the bottom of his priority list. He is diligent in make sure every project is getting the attention it needs to continue to move ahead. Nothing drops off his radar. Part of this is due to his ability to utilize his staff so effectively, which he can do because of the relationships he has built with them. Another part of this is his sheer determinations to get it all done. It is important to note, that on top of all this, John is always cheerful and pleasant. He is never pushy and while projects may be urgent, John is able to keep a cool and collected head while dealing with everything. He truly is a shining example of a TTUHSC employee.