**ADMINISTRATOR OF THE YEAR - AWARD**

**NOMINATION FORM**

**NOMINEE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DEPT. WORKS IN:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**NOMINATOR:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Please use the following as guidelines for nomination. Not all guidelines need to be met or included:

* Outstanding performance in primary assignment.
* Promotes and represents COCC in an enthusiastic manner.
* Respects & motivates students and COCC employees.
* Provides excellent service to students, faculty and staff.
* Meets challenges, willing to take risks, innovative.
* Fosters a positive work environment.
* College/Foundation/Community involvement.
* Contributes to Student Success.

Attach letter of nomination to this form, or use this form to provide reasons for nomination

(in narrative format). In addition to this nomination form, additional letters of support may be

Included but are not required.

**NOMINATION FORM - SHOULD BE SUBMITTED TO THE HR OFFICE ON OR BEFORE APRIL 30.**