



HUNTSVILLE CHAPTER

Huntsville Chapter IAAP Boss of the Year Award

The Huntsville Chapter IAAP has established an award to recognize a Huntsville/Madison County Boss of the Year who demonstrates excellence in personnel management with their outstanding skills in employee supervision and interpersonal relations.

Eligibility:

- Any full-time employee with management and/or supervisory responsibilities may be nominated.
- Nomination must be made by an Administrative Professional who works directly for the nominee.

The recipient of the 2009 award will receive a plaque and a Ledges golf package donated by the Ledges Country Club. The Administrative Professional who nominated the winning Boss of the Year will receive (1) Annual Membership/renewal in the Huntsville Chapter IAAP. Boss of the Year Award Nominees will receive a printed certificate to commemorate their nomination and will be recognized at the presentation luncheon on **Thursday, October 15, 2009 at the Ledges Country Club.** The winning Boss of the Year and the nominating Administrative Professional will be required to make short acceptance/introduction speeches at the event.

BOSS OF THE YEAR NOMINATION GUIDELINES:

Maximum of two typed pages with 1.5" spacing for nomination- according to the criteria listed below and in *blind format*.

What is "blind format?" To help assure impartiality, 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, do not use the nominee's name, agency, department, or reference to gender.

1. To reference nominee, it is suggested to use: this person, this nominee, this individual, my 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.
2. To be considered, nominees must meet eligibility requirements. Judging will be based on a point system for each criteria section.
3. Please return this nomination and cover page no later than **September 15, 2009**.
4. For further information, please contact Sabrina Miller (256-428-1427) or Jerie Harrell (256-534-1220).

SUBMIT YOUR NOMINATION and COVER PAGE
To: Jerie Harrell, 3305 Westmill Drive, Huntsville, AL 35805

FRONT COVER PAGE

Nominee's Full Name

Agency/Department/Title

Address and e-mail address

Phone Number

Nominated By

Nominator's Agency/Department/Title

Address

E-mail Address

Phone Number

NOMINATION CRITERIA

On a separate paper, please describe your nominee using the following criteria:

General Information:

Please include the Nominee's total number of years of service in the current agency and the number of years the Nominee has served in their present capacity. **DO NOT** list agency or title.

Supervisory Skills: (0 - 40 points) – Describe any/all applicable

- Enhancing employee performance
- Leadership/management skills
- Organizational skills
- Community involvement.
- Motivating self and employees
- Respect and responsibility in the work place

Interpersonal Skills: (0 - 40 points) – Describe any/all applicable

- Communication
- Professionalism
- Active listening skills
- Conflict resolution
- Humor
- Observant
- Positive Attitude

Employee Personal and Professional Development: (0 – 20 points) – Describe any/all applicable

- Encouragement/Support of employee development
- Career Mentoring
- Continuing education support
- Delegating

Independent judges (not IAAP members) will be using the “criteria for evaluation” to assess each nomination.

*Hint: Cite specific examples and use descriptive adjectives when possible!
Proofread and use spell check. 😊*

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

Please be timely in getting your nomination packet to the awards chairperson.

GOOD LUCK!