

## NDSU AGRICULTURE FACULTY AND STAFF AWARDS – Donald and Jo Anderson Staff Award

Use the questions below as a guide to prepare your nomination before you submit it. Mandatory fields are noted in bold with an asterisk (\*).

### Donald and Jo Anderson Staff Award

*This annual award recognizes significant contributions to the mission of NDSU Agriculture. The purpose is to encourage and reward excellence in job performance by office support staff. Selection will be based on significant contributions by the nominee to the mission of the College of Agriculture, Food Systems, and Natural Resources; North Dakota Agricultural Experiment Station; or NDSU Extension.*

*The nominee must have at least three years of continued service in a staff position with an appointment in the College, NDAES or NDSU Extension. The nominee must be in the 5000 [job band](#) or hold a county Extension support staff position. Contact your supervisor's office or [Kris Holt](#) in the Ag Budget office if you have any questions.*

*On- and off-campus staff members are eligible. Nominations for the Donald and Jo Anderson Staff Award will be accepted from any employee but are limited to one nominee per department or unit (county office, district office or Research Extension Center).*

- 1. Nominee's name (First Name and Last Name)\***
- 2. Nominee's title (include academic rank, if any)\***
- 3. Current office/department\***
- 4. Initial NDSU position\***
- 5. Year joined NDSU\***
6. Other position(s) at NDSU and year(s) attained
7. Degrees earned (B.S., M.S., Ph.D., other), discipline, university
8. Attach a photo of the nominee (*Max: 300 MB, high resolution photo(s) preferred. Photo can be provided later. Contact [ndsuvpaq@ndsu.edu](mailto:ndsuvpaq@ndsu.edu) if you have any questions.*)
- 9. Provide a summary of the nominee's current job duties. (3,000 character limit, including spaces)\***
- 10. Provide a succinct summary and evaluation of the nominee's significant contributions to the NDSU Agriculture and/or Extension mission and their impact on the program. Explain why the nominee is especially well qualified to receive this award. (3,000 character limit, including spaces.)\***
- 11. Provide specific examples of the nominee's job performance and effectiveness (3,000 character limit, including spaces.)\***
- 12. Provide specific examples of the nominee's professional qualities – select three of the following to highlight: dependability, initiative, judgement, creativity, communication skills, cooperation with coworkers. (3,000 character limit, including spaces.)\***

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- 13. Provide examples of the nominee's commitment to professional growth/job development (courses, workshops, continuing education, etc.). Links can be included. (3,000 character limit, including spaces.)\***
14. Additional pertinent information (awards, special circumstances, etc.). Links can be included.
- 15. Attach a PDF of the nominee's current job description. (Max: 300 MB)\***
- 16. Attach a PDF letter of support from an individual who works closely with the nominee (Max: 300 MB.)\***
- 17. Attach a PDF letter of support from the nominee's supervisor. If the supervisor is the nominator, the letter may be from another individual who works closely with the nominee. (Max: 300 MB.)\***
- 18. Provide one concise sentence that embodies the nominee's contribution, which may be shared at the award ceremony. This may be a quote from you or taken from the support letters.\***
- 19. Nominator name (First Name, Last Name)\***
- 20. Nominator title\***
- 21. Nominator location (department/unit)\***
- 22. Nominator relationship to nominee (please select)\***
  - Peer
  - Nominee's supervisor
  - Nominee is my immediate supervisor
- 23. Nominator email address\***
- 24. Nominator phone number\***
25. Email address of person entering nomination *(Enter if different from nominator email address. This person will also receive email confirmation)*

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*After clicking the save/submit button, you will receive an email confirmation with the submitted data. You will be able to update the information until the deadline of 12 p.m., Oct. 20.*

*Your form may take a minute or so to save. Please keep your browser window open until you see our "Thank You!" message.*