University of West Georgia
Office of Information Technology Services
Employee Recognition and Awards Program

High Potentials Leadership Award

NOMINATION FORM

Purpose: To recognize a staff member within the Office of Information Technology Services who seeks new areas of responsibility, strives to expand areas of collaboration across units, and takes initiative in leading tasks and projects.

This person is the one you can count on to take the lead of a complex tasks/project and get the job done. They are advocates for collaboration and team building, able to work across functional areas, building consensus. This person may present at workshops, meetings, and/or conferences. They are typically nominated by many people from different areas. They are active participants on campus committees outside of ITS and are recognized by their peers as possessing unique skills that lead to successful projects.

Procedure: Complete this application form, print and send to:
ITS Employee Recognition Selection Committee
Information Technology Services
Cobb Hall
Attention: Chief Information Officer

All submissions must be received by May 21, 2010. The selection committee will review the submissions and make their recommendations to the CIO.

Name of Nominee: ________________________________________________________________

Current Position: _________________________________________________________________

Department: _____________________________________________________________________

Work Phone Number _______________________________________________________________

Department Supervisor: ____________________________________________________________

Name of Nominator: ________________________

Title: __________________________________________________________________________

Department: _____________________________________________________________________
Work Phone Number: ____________________________________________

Email: _______________________________________________________

**CRITERIA**

**Degrees / Certifications/Past Awards:**
Share the date awarded and a description of any post secondary degrees, certifications, or awards that this individual has obtained or received. If you do not know...ask.

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**Complex Tasks / Projects:**
Provide examples of major tasks or projects within ITS where this individual was considered the project lead. Describe how the project ended in successful completion or implementation due to their leadership.

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**Team Building**
Provide examples where this individual was able to successfully build a team (internally and/or externally of ITS), build consensus, and effectively lead the team to successfully complete a complex task or project.

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Other Forms of Campus Leadership
List any committees, boards, teams, activities, etc. outside of ITS, but part of UWG, that this individual has been an active participant. Describe the activities where they were considered the lead. (Again, ask if you do not know).

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Presentations
List any presentations at workshops, meetings conferences (local, state, national or international) where this individual has presented their work or activities at UWG.

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Note: The selection committee will evaluate the nominees based on any or all of the following criteria. If an example cannot be provided, please respond by replying NA. If additional space is needed please attach as many additional pages as needed.