

**THE RUDOLPH A. HOWELL & SON OUTSTANDING STAFF PERSON OF THE YEAR AWARD
NOMINATING FORM**

The Rudolph A. Howell & Son Outstanding Staff Person of the Year Award will be given once a year and will be presented at the **Christmas luncheon**. The recipient will be a full-time or established part-time staff member employed at Johnston Community College for a minimum of two years.

Nominations can be submitted by any Faculty or Staff member. The Outstanding Staff Award Committee will then review the nominations and select the top four candidates. **The Outstanding Staff Award Committee will then ask for each nomination to be supported in writing by anyone on campus (any person on campus can support a nominee). The four candidates' nominations and supporting documentation will be given to the Staff Association Executive Committee. The Executive Committee will then select the winner by secret ballot. Once the Staff Association Executive Committee has voted, their votes will be taken in a sealed envelope to the Office of the College President's Administrative Assistant where the final votes will be tallied.**

The nominations can be submitted to the **Outstanding Staff Awards Committee Chairperson either electronically or in person. The nominations must be turned in to Kristy Casey in the Registrar's Office no later than Monday, October 5, 2009**

Nominee's Name _____

Nominee's Job Title _____

Person submitting Nomination _____

Date of Nomination _____

The response to the following statements will be used to determine the final nominees. Please describe in detail how your nominee qualifies in these areas. Please feel free to use additional paper as needed, or the questions may be covered in letter form.

1. Provides leadership and service to students, faculty and fellow staff members

2. Is an active member of the Staff Association

3. Consistently promotes activities of Johnston Community College at work as well as in the community.

4. Consistently exceeds normal expectations through job behavior and unselfish devotion to students, faculty, other staff and the college.

Please list any community service and other committees and activities your nominee has been involved with in the last year and any other information to be considered for your nominee.