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| --- | --- |
| Employee Name: |  |
| Department: |  |

A key list of qualities that nominees should demonstrate:

* **Ambassador** – promoter of important projects/causes (small or large)
* **Confidentiality** – understands the nature of confidential communications and preserves confidentiality
* **Flexibility** – ability to be flexible for the good of the institution
* **Knowledge** – breadth and depth of knowledge of the position and good emotional intelligence
* **Positive Demeanor** – consistently provides warm, welcoming environment
* **Problem Solver** – works through challenging situations and solves problems
* **Sound Judgment** – thoughtful strategic actions
* **Tact** – ability to tailor communications specific to an individual or audience

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| **Based on these award criteria, please reference the list above as applicable, and describe in detail how the nominee consistently demonstrates the specific quality/qualities in their work at TU.** |
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Please provide any additional information to support this nomination.

|  |  |  |  |
| --- | --- | --- | --- |
| Supervisor Signature: |  | Date: |  |

Forward completed form to: **AdminAsstAward@towson.edu**