

2015
Association of Office Professionals
Boss of the Year Award

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The Oregon State University Association of Office Professionals was formed to foster awareness, excellence, and professionalism in the ranks of office personnel. This award recognizes creative approaches and consistently superior performance as a supervisor.

Who is eligible?

A nominee must be actively employed in a supervisory capacity at any level. Nominees do not need to be an AOP member, but s/he must be an employee of Oregon State University. Excluded from consideration for this recognition are members of the AOP Awards and Recognition Committee.

How to nominate?

To nominate a supervisor for this award, a complete submitted packet must be received either electronically or in person by April 24, 2015 to:

Laurie Wyant
AOP Awards and Nominations Committee Chair
213 Gilkey Hall

Laurie.Wyant@oregonstate.edu

What is a complete nomination packet?

The complete packet shall include a nomination form and two letters of support. Each letter of support shall not exceed two pages in length with 1" margins, minimum 12 point font. Letters should include examples of professionalism and service to the department, Oregon State University, and the community, and if applicable, their involvement in AOP. One of the two letters should be from office support personnel.

Sponsored by the
Oregon State University
Association of Office Professionals
Oregon State University

**Association of Office Professionals
2015 BOSS OF THE YEAR AWARD
Nomination Form
Deadline: Friday, April 24, 2015**

I nominate

Name:

Title:

Department:

Phone number:

Please type or keyboard the answers to these questions and attach:

- 1. In what capacity and how long have you known the nominee?**
- 2. What are your reasons for this nomination. Include the fullest possible information regarding the nominee. Selection will be based on qualities such as accessibility, communication skills, leadership shown through problem solving, team interaction, acknowledgment of subordinates' accomplishments, and professional image as projected through efficiency, flexibility, and organization.**

For verification and/or further information, please contact:

Nominators' name(s):

Title(s):

Department:

Phone:

Submit your completed packet by Friday, April 24, 2015 electronically or in person to:

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AOP Awards and Nominations Committee Chair
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