

# Distinguished Employee Leadership and Team Award (DELTA) Individual Nomination Statement

## Introduction (optional)

I would like to take this opportunity to nominate Felix Sample, analyst, for the Distinguished Employee Leadership and Team Award (DELTA) award.

### 1. How has the nominee demonstrated excellence in his/her job?

Felix Sample approaches his responsibilities with fervor, accepts them eagerly, and works diligently to ensure the unit's inventory process is efficient/effective and the records are complete. Felix uses his expertise in physical assets to troubleshoot difficult situations as they arise. He is able to draw upon his depth of knowledge and leverage strong relationships with the individuals in his and other organizations to effectively meet his responsibilities. This is especially noticeable as he tackles the biennial inventory and gets cooperation from the equipment custodians to ensure all equipment on the unit's inventory is present and accounted for.

### 2. How has the candidate exhibited initiative and creativity that resulted in improved operating efficiency of the department and/or University?

Felix Sample enjoys strong relationships with individuals with whom he interacts. Not only does Felix go above and beyond with regard to his physical asset responsibilities – he is always willing to help out his colleagues in other areas as well. In past months, Felix has assisted with document retention/disposal projects, relocation and renovation projects, and a broad-scale initiative within the organization to review physical asset processes across units. The majority of the projects on which he participated was significant and came with their own set of inherent potentials for conflict, but Felix remained calm and assured, while facilitating others through any crisis. He completed all of these projects in a timely manner, made possible by his ability to focus on the strengths of those involved and getting the right people assigned to the right tasks.

### 3. How has the candidate promoted positive morale?

Felix has an enthusiastic, positive attitude that is contagious, and comes out in all that he does. By actively engaging in coaching his colleagues, Felix sets the stage for people to come to him with questions, knowing that they will get help without being intimidated. His energy creates a spirit of collaboration and cooperation.

You will not find Felix complaining about work, personal life circumstances, colleagues or supervisors. What you will find is Felix challenging others who are complaining to put their energy into finding solutions or to focusing on those things that they can influence by spending less time thinking about those issues that are beyond their individual control.

### 4. How has the nominee improved herself/himself as well as developed and recognized others?

As a participant in the initiative to review inventory processes across the organization, Felix has been invaluable. A working group was convened to evaluate and make recommendations around implementing a coordinated inventory/property accounting process for the organizational units and to share best practices in inventory management / property accounting across the units in an ongoing manner. Individuals who perform fixed asset functions were interviewed to better understand current practices. Having worked personally with many of these individuals, Felix was able to interject from his experience, provide advice, and help others to feel comfortable participating openly in the discussions. Input from these individuals is crucial and Felix was a critical contributor in implementing methods to increase productivity, save time, and enhance the effectiveness of the process overall.

### 5. How has the nominee enhanced the image of the department and/or University?

Felix has been a strong contributor to the working groups to address how to streamline its biennial inventory process and overall inventory management practices. He has worked closely with the individuals in the units, participated in the interviews, and will be leading the teams that will implement the group's consensus items as final recommendations.

Felix has brought attention and distinction to the unit with his ongoing attention to detail and recognized ability to efficiently and effectively manage the unit's very large and complex equipment inventory. Felix shares his knowledge and resources with other units to assist in making the processes more effective.

#### Summary (optional)

In conclusion, I'd like to highlight the traits that make Felix a strong candidate for the DELTA award. Felix has tremendous attention to detail, and he follows policies and procedures to the letter. Felix is collegial and collaborative, he demonstrates a continual effort to stay on top of inventory-related issues, and he is tenacious with his bookkeeping of the unit's physical assets.

Felix is logical and exercises good judgment, always willing to take risks and bring forward recommendations on new ways to do business when he can illustrate the benefits of doing so. Felix has provided exemplary service to the University of Illinois. I would like to thank you for the opportunity to nominate Felix Sample for this prestigious award, and I appreciate your consideration.

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