

# **Distinguished Employee Leadership and Team Award (DELTA)**

## **Individual Nomination Statement**

### **Instructions:**

Please download the MS Word template and complete your responses, saving it as you would any MS Word document. When the document is complete, you will need to upload it through the DELTA website to complete the nomination. The nomination cannot be processed without a completed nomination form and statement.

Complete the Individual Nomination Statement by responding to each of the five questions below. The Introduction and Summary at the beginning and end of the questions are optional. Please be as specific as possible in answering the questions and provide examples to illustrate your responses. An individual nominee for the DELTA Award may be a civil service or academic professional employee. A sample of the Individual Nomination Statement can be found on the DELTA website for individual nominations.

### **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?**

Clearly, managing physical assets of this magnitude is no small feat and would be considered daunting by most, especially when one is expected to perform such large-scale responsibilities alone. However, Felix Sample approaches his responsibilities with fervor, and accepts the responsibility eagerly, working diligently to ensure the unit's inventory process is efficient/effective and the records are as complete as they can be. 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. Felix fine tuned the inventory process for Unit X to qualify it as best practice.

#### **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 in the completion of his inventory responsibilities. 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 projects, 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 handled each of them with aplomb and did an exceptional job remaining 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.

Additionally, I'd like to mention a note Felix received from a colleague in another department this year after fiscal year end closing. The note was a "thank you" note, which was sent to exemplary department contacts with whom they work on a daily basis. The note indicated that Felix has "been a tremendous help in assuring that your Fixed Assets records are completed and accurate this past fiscal year. I have had the pleasure of working with you for many years and I have seen your knowledge and your performance grown in assisting our department to obtain the needed information we require to assure the inventory records are created and maintained accurately and in a timely manner." The note went on to commend his sense of humor and down-to-earth approach to problems that arise, as well as his habit of responding to any request in a timely manner, and ended by acknowledging that Felix is knowledgeable and provides valuable assistance to their office and other campus department contacts. That is Felix in a nutshell!

3. How has the candidate promoted positive morale?

People like being around Felix. He brings with him enthusiasm and a positive attitude that is contagious. Felix can positively charge the atmosphere in a meeting or in one-on-one discussions. His positive outlook comes out in all that he does and through his relationships.

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. This energy creates a spirit of collaboration and cooperation.

You will not find Felix at the “water cooler” complaining about work, personal life circumstances, colleagues or supervisors. What you will find is Felix challenging others who are wining or complaining to put their energy into finding solutions or to focusing on those things that they can impact 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. As part of the process, the individuals who perform fixed asset functions within the organizational units were interviewed to better understand current practices. Having worked personally with many of these individuals involved in the working groups on inventory issues in the past, credibility and a trust relationship already exist, so 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 as the working group explores how the inventory function can be best structured within the organization to be carried out in an effective, timely, and manageable fashion (subject, of course, to the established unit guidelines), and Felix will be 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 that were established within the organization to address the question of how the organization can arrive at an inventory reconciliation strategy that streamlines 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 is intimately familiar with the Unit equipment management policies and procedures, and he has mastered the process and is able to provide management reports as needed that relate to his inventory management responsibilities. Felix has shared his knowledge and resources with other units to assist in making the processes more effective, and he has the opportunity to broaden this influence as he participates in the groups which will implement the final recommendations derived from the inventory working groups. Felix will have increased opportunity to interact with the other organizational units on an ongoing basis, share his expertise and build that of his peers who participate in inventory management, strengthen the relationships, and together establish the best practices that will be applied more broadly to physical asset management across the organizational units.

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 within the University, and he is tenacious with his bookkeeping of the unit's physical assets. Just as importantly, Felix leads those in other units to model similar behaviors. 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.

As you can see, 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.

SAMPLE