

Return by August 28, 2009!

V i r g i n i a C o m m o n w e a l t h U n i v e r s i t y

2009 Dorris Douglas Budd Award Nomination Form

PURPOSE: To recognize outstanding performance of an individual in a secretarial/clerical role who enhances the image, mission, and day-to-day activities of the institution

ELIGIBILITY: Minimum employment of five years, **as of September 30, 2009**, in a secretarial/clerical support position at Virginia Commonwealth University (Pay Band 3 and below) or the VCU Health System (Salary Grade 8 and below).

Please Print or Type

Nominee Information:

Name:

Position Title:

Department:

P. O. Box Number:

E-mail Address:

Work Telephone Number:

Supervisor (if other than Nominator):

E-mail Address:

Nominator Information:

Name:

Title:

Department:

P. O. Box Number:

E-mail Address:

Work Telephone Number:

To assist the review committee in selecting this year's recipient of the Dorris Budd Award, please respond to the following statements.

Note: The spaces allotted for "comments" will expand to accommodate your responses. In lieu of completing the sections below, you may provide a letter or separate sheet and have your responses correspond to the information requested.

- 1. Work Habits:** The nominee is well organized, accurate, punctual, and thorough in handling daily activities, as well as adept in setting priorities and meeting deadlines. She/he works as a team member to get the work done.

Comments:



- 2. **Reliability and Judgment:** The nominee can be depended upon to keep confidential matters within the office, to make decisions within the scope of her/his authority, and to follow through on assignments. She/he can work under pressure without obvious stress.

Comments:

- 3. **Initiative and Resourcefulness:** The nominee is a self-starter who initiates ideas, improves procedures, and assumes responsibility without instructions from a supervisor. She/he knows where to find answers to work-related questions and has established internal and external “connections.”

Comments:

- 4. **Interacting with People:** The nominee is service-oriented in working with students, faculty, alumni, administrators, patients, and the public. She/he generally presents a cheerful, willing attitude that reflects favorably upon the department and the institution.

Comments:

- 5. **Commitment to the Institution:** The nominee displays a sense of pride in the institution and works for the improvement of its image and reputation. She/he is supportive of policies and is a vital contributor to the departmental program.

Comments:

- 6. **Professional Growth:** The nominee is interested in and keeps abreast of changing procedures, technology, legislation, etc., that relate to the job. The quantity and quality of work are professional.

Comments:

- 7. **Other:**

Please describe below any *unusually significant* contribution(s) the nominee has made to the University or Health System community this year:

Attach letters of support (limit of three) that you would like the review committee to consider about your nominee.

Please return this completed form – **with supporting documentation** – **by August 28, 2009** to the Dorris Douglas Budd Award Committee:

Campus Address: VCU Human Resources Fax: 828-2968
 Attention: Gwen Parker E-mail: gmparker@vcu.edu OR dmfitzge@vcu.edu
 P. O. Box 842511 Phone: 828-1534 (Gwen Parker) OR 828-1521 (Debbie Fitzgerald)

Street Address: 600 West Franklin Street (first floor) - [Lindsey House](#)
 Monroe Park Campus

