



## Nominate an Administrative Professional Today!



**Deadline: March 18, 2020**

### **Administrative Professional of the Year Award**

Trenholm State Community College invites you and your administrative professional(s) to join us for the 15<sup>th</sup> Annual Administrative Professionals Day Conference as we recognize administrative professionals and award the Administrative Professional of the Year. This prestigious award will be presented to the administrative professional that best demonstrates the qualities listed below. Individuals are nominated by their colleagues for their outstanding service, superior performance, exceptional efficiency, integrity and dedication to their fellow employees and their companies. Nominees may be nominated by more than one person. The winner will be recognized at the Administrative Professionals Conference during lunch on Tuesday, April 21, 2020.

The recipient of this award will be an individual who demonstrates the following qualities:

- Must be customer service oriented both internally and externally
- Must demonstrate commitment to the company’s purpose, employees, vendors and clients
- Must consistently exhibit excellent job performance
- Must perform actions above and beyond the call of duty
- Must display involvement in company activities

Those eligible for nomination by colleagues or co-workers must be current, full-time administrative support staff members and must have worked in their positions for at least three (3) years. Nominees must have successfully managed and completed significant projects that had a positive company-wide impact.

Upon receiving the nomination forms, a committee will conduct a review and select up to three finalists. One winner will be selected from the finalists. The three finalists will be announced prior to the day of the event. The award recipient will be announced at the Administrative Professionals Day Conference during lunch on April 21, 2020.

The nomination form is below and is due by Wednesday, March 18, 2020. If you have questions, contact Annie Ellison at (334) 420-4240 or [aellison@trenholmstate.edu](mailto:aellison@trenholmstate.edu)

Nominee’s Name \_\_\_\_\_

Nominee’s Company \_\_\_\_\_

Nominee’s Title \_\_\_\_\_

Nominee’s Email Address \_\_\_\_\_

Nominee’s Phone Number \_\_\_\_\_

Total Number of Years with the Current Employer \_\_\_\_\_

Total Number of Years as an Administrative Support Staff Member \_\_\_\_\_

Supervisor's Name \_\_\_\_\_

Supervisor's Title \_\_\_\_\_

Supervisor's Email \_\_\_\_\_

Supervisor's Phone Number \_\_\_\_\_

Nominator's Name \_\_\_\_\_

Using the criteria for the award, please describe why this person is deserving of this award and how this person has helped the company. Please be specific and provide as many details as possible.

