

MANAGER NOMINATION FORM

To Manager: Your nomination of _____ for the Foundational Skills Program is the most important part of the application process. Please forward your nomination form along with the staff member's completed application to your department/unit HR representative, *prior to submitting it to the Professional Development Academy*. If you are unsure of the appropriate representative for your area, please contact Staff & Labor/HR at 684-2808 or 684-5557. HR leadership for your entity will review nominations, for support.

In order to assist in the selection process, please provide the following information regarding your staff member. The sole purpose for this information is for program selection. The application will not be considered if incomplete.

Please rate the applicant according to the frequency that he/she exhibits the following behaviors:

	N/A	Never (0%)	Rarely (up to 30%)	Sometimes (up to 60%)	Usually (up to 90%)	Consistently (>90%)
Demonstrates consistent high standards in work behaviors	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Completes assignments within established timelines	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Uses resources effectively, including time, materials and equipment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Demonstrates concern for work quality	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Demonstrates flexibility in response to new or improved work processes	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Demonstrates willingness to learn new information; shows initiative	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Follows appropriate work procedures	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Demonstrates ability to advance into a administrative position	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Demonstrates ability to handle multiple tasks/assignments	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Works collaboratively with co-workers to accomplish departmental goals	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please review this [Manager FAQ link](#) before completing the following questions.

- By your nomination, you believe that this staff member demonstrates potential to be a successful administrative leader. What characteristics does the nominee exhibit that supports your belief?
- A. Has this staff member received at least a "Fully Achieves/Succeeds" on his/her most recent performance review?
 _____ Yes _____ No Please share at least four highlights of his/her performance

B. In what areas does your staff member need to improve?

3. Individuals in the program will participate in 12 hours (on average) of training per week from May 2022 through March 2023. At the beginning and end of the program, there are additional time requirements for orientation and final presentations. In addition, participants may need time away from work for coaching and mentoring appointments. The detailed class/meeting schedule is available by e-mailing the Professional Development Coordinator, Marjorie Siegert, at marjorie.siegert@duke.edu. Are you willing to support the nominee by providing a flexible work schedule to accommodate the program? Yes No If no, please explain:

4. Consideration for selection into the program may depend upon opportunities to advance within their own department/area. Are there clerical/administrative opportunities either now or in the future in your department that would be appropriate for this nominee? Yes No If yes, what are they?

5. Mentoring is a key component of this program. Peer Mentors from the participant's department or area have proven effective in providing advice and guidance. In order for the nomination to be complete, please provide the name(s) and phone number(s) of a staff member from your department/area who you recommend as a possible administrative mentor to participate in the program. Please view attached mentor selection criteria.

If you have any questions or need additional information to complete this form, please contact the Professional Development Academy Coordinator, Marjorie Siegert, by e-mail at marjorie.siegert@duke.edu. Thank you for your nomination.

Name: _____ Signature: _____
Title: _____ Department: _____
Work Address/Mailbox: _____
E-mail: _____ Work Phone: _____
Entity: _____ Date: _____

Mentor Criteria

- Manager must identify at least one peer administrative mentor (experienced administrative or executive assistant with at least five years of service at Duke).

- Peer administrative mentor nomination will be based on his/her role in the organization, commitment to meet with participant at least once per month, and willingness to participate in required training and check-in sessions.

- Administrative mentors will:
 - Provide guidance on completing administrative tasks, adjusting to an office environment, office equipment operation/troubleshooting, using computer software
 - Share insight into building and maintaining effective professional relationships.