Administrative Professional of the Year Nomination Suggested Score Sheet

As the guidelines for the Administrative Professional of the Year Award state, the winner is chosen based on:

* participation in,
* contributions to, and
* cooperation with the Association.

1 = hardly ever

2 = sometimes

3 = frequently

4 = very frequently

5= most always/always

Participation in the Association:

* 1. Does the nominee participate in events, activities, and meetings of the Association at the District level? (i.e. fund raisers, state meeting planning and preparation, etc.) State level?

1 2 3 4 5

* 1. Does the nominee assist in events, activities, and meetings of the Cooperative Extension in which the Association has a role? (i.e. Horn of Plenty, Staff Senate, Federation, etc.)

 1 2 3 4 5

Contributions to the Association:

* 1. Does the nominee volunteer for tasks?

1 2 3 4 5

* 1. Does the nominee serve as officer, serve as committee chair?

1 2 3 4 5

* 1. Is nominee an active committee member?

 1 2 3 4 5

* 1. Has the nominee contributed time, efforts, etc. to the association?

 1 2 3 4 5

Cooperation with the Association:

* 1. Does the nominee follow Association procedures?

 1 2 3 4 5

* 1. Does the nominee strive to help others?

 1 2 3 4 5

* 1. Does the nominee complete tasks when requested?

 1 2 3 4 5

* 1. Does the nominee go “the extra mile?”

 1 2 3 4 5