

Financial Operations Values Award – Nomination Form

Financial Operations has grouped NSU’s 8 core values into the following 5 categories with explanations as to how our department embraces the core values along with example behaviors in each category. **Please describe how the nominee exemplifies one or more of these values.** You may check one or more of the example behaviors listed, or provide your own description of how the nominee successfully demonstrates the value. For any examples checked, provide specific details in the space below. The details provided must support that the employee goes above and beyond expectations. Submit completed form to the Executive Assistant to the VP of Finance/CFO.

Name of Nominee: _____ Date: _____

Financial Operations Unit: _____ Nominated by: _____

1. Academic Excellence, Student Centered

Financial Operations is dedicated to providing the highest quality service and support to the University's faculty, students, and staff in pursuit of NSU's mission. Following are example behaviors of this value.

- Provides excellent customer service including proactively addressing customers' needs
- Performs tasks efficiently and accurately on a consistent basis
- Maintains a high level of courtesy and professionalism at all times
- Fosters teamwork and considers the team’s success as one’s own success
- Exhibits effective and high quality communication skills
- Manifests a positive attitude and is adaptable
- Demonstrates critical thinking and effective problem solving

Describe how the nominee exemplifies this value (attach separate sheet if additional space is needed):

2. Integrity

Financial Operations has a fiduciary responsibility to protect the long-term interests of the University and to operate with the highest levels of professionalism and integrity. Following are example behaviors of this value:

- Maintains a high level of courtesy and professionalism at all times
- Embraces accountability in achieving individual and departmental goals
- Is highly dependable and trustworthy; steadfast in maintaining confidentiality and ethical standards
- Strives to always protect the best interest of the University and its faculty, students, and staff
- Effectively and tactfully manages difficult situations; consistently exercises good judgment
- Actively contributes to a strong internal control environment
- Leads by example; provides open and honest feedback to staff (supervisors)

Describe how the nominee exemplifies this value (attach separate sheet if additional space is needed):

3. Research and Scholarship, Innovation

Financial Operations strives for a superior level of effectiveness and efficiency in operations, benefiting all personnel/departments supported by Financial Operations and contributing to a strong control environment. Following are example behaviors of this value:

- Uses creativity in developing new or improved approaches to service delivery to students, faculty, staff and external constituencies providing for greater customer satisfaction
- Embraces teamwork and cross-training; motivates others to achieve common departmental goals
- Regularly seeks out ways to improve or enhance the effectiveness of methods, processes or procedures
- Identifies inefficiencies and offers meaningful recommendations; follows-through on implementation
- Pursues learning opportunities and supports growth and development of oneself and others
- Is open-minded; spearheads positive change
- Goes above and beyond in creating and sustaining an effective, efficient and enjoyable workplace

Describe how the nominee exemplifies this value (attach separate sheet if additional space is needed):

4. Diversity, Community

Financial Operations embraces an inclusive working environment where diversity is valued and where a sense of community is fundamental. Following are example behaviors of this value:

- Respects and understands differences in individuals; fosters an inclusive environment among team members and others at NSU
- Recognizes the value in different perspectives
- Refrains from personal bias and promotes equality
- Maintains a selfless attitude; supports others in achieving common goals
- Advances open communication and collaboration with team members and others in the NSU community
- Seeks opportunities for local community outreach; represents the department and NSU through community service activities and partnerships

Describe how the nominee exemplifies this value (attach separate sheet if additional space is needed):

5. Opportunity

Financial Operations promotes educational and professional development opportunities for all staff. Following are example behaviors of this value:

- Pursues learning opportunities and supports professional growth and development of oneself and others
- Actively maintains a self-development plan that is aligned with individual and departmental goals; seeks support from supervisor and monitors progress on a regular basis
- Facilitates career counseling sessions with staff; actively supports and monitors development plan (supervisors)
- Fosters an atmosphere of coaching where learning and development are inherent in daily interactions (supervisors)
- Keeps up to date on relevant industry developments and proactively and effectively applies knowledge
- Engages in professional networking activities amongst the higher education community and business peers to expand knowledge base and leverage ideas and information

Describe how the nominee exemplifies this value (attach separate sheet if additional space is needed):
