



**2012 ADMINISTRATIVE PROFESSIONAL  
OF THE YEAR  
CO-SPONSORED BY  
IAAP DE CHAPTER and the NCCCC**



The Administrative Professional of the Year Award is an opportunity for organizations to recognize the Administrative Professional who is the “pulse of your office” and helps their business grow and function. The award will be presented at the Administrative Professionals Breakfast on April 25<sup>th</sup>, 2012 at the Embassy Suites, Newark. Please note that the award winner must be available to attend the award ceremony on April 25. **Nominations are due by close of business on Monday, April 2, 2012.**

**Nominee:** \_\_\_\_\_

**Company/Organization:** \_\_\_\_\_

**Contact Phone:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

1. YOU MUST USE THIS FORM. Nominees may be nominated by anyone. If the nominator is not the nominee’s current supervisor, a letter of recommendation from the nominee’s current or a past supervisor must accompany the application.
2. Answer the following questions regarding the administrative professional nominee, their job performance, special accomplishments and contributions to the community. If additional space is needed, attach additional sheets of paper to this application.

**How has the nominee demonstrated his/her ability to contribute to the efficiency of the company?  
Please provide examples.**

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**How does the nominee demonstrate a commitment to professional development and education?  
Please provide examples.**

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**How does the nominee show a strong commitment to leadership within his/her organization?  
Please provide examples.**

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**What unique qualities do you feel this nominee possesses that exemplify this IAAP’s core values of Integrity, Respect, Adaptability, Communication & Commitment? Please provide examples.**

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**In what ways has the nominee gone above and beyond the call of duty?**

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**What has been this nominee's involvement in organizations related to community service, professional, faith-based, civic, education, and//or health?**

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**Give any additional reasons you feel this administrative professional should be chosen "Administrative Professional of the Year 2012."**

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Nominator: \_\_\_\_\_

Company/Organization: \_\_\_\_\_

Title: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Signature: \_\_\_\_\_

Completed nominations are **due by close of business Monday, April 2, 2012** and may be submitted via email, fax or U.S. Mail to:

Email: [weissb@ncccc.com](mailto:weissb@ncccc.com)  
Fax: 302.322.3593  
Mail: New Castle County Chamber of Commerce  
Attention: Barbara Weiss  
12 Penns Way, New Castle, DE 19720