

PSATTC Leadership Institute

— C O N F I D E N T I A L —

Note to person making nomination: It is important that you nominate an individual who has realistic potential to become a leader in your agency as well as a commitment to both your agency in particular and the addictions field in general. Your candid assessment of the candidate's talents, accomplishments, needs and potential will be very helpful to the Institute's selection committee. Your comments are confidential, and we will not share them with the candidate.

The committee members appreciate the time and care necessary to prepare this nomination and are grateful for your help. Please type or print your answers to the questions on all pages of this form. Answers may be typed in directly into this Adobe® Acrobat® form, or printed and handwritten neatly or typed. Use the Adobe® Acrobat® "print" option to print the form and mail or fax on or before the application deadline of **June 30, 2008**.

Pacific Southwest Addiction Technology Transfer Center

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Phone: 310-267-5331 Fax: 310-312-0538

C A N D I D A T E I N F O R M A T I O N

Name:

Agency:

Job Title:

Address:

City:

State:

Zip:

Phone Number:

Fax Number:

E-mail Address:

The following two data fields are **OPTIONAL**. This information is included on the nomination form to help ensure balanced participation.

Gender:

Female

Male

Choose Not to Answer

Race/Ethnicity:

White

Black

Hispanic/Latino

Asian/Pacific Islander

Native American

Other

Choose Not to Answer

Please answer the following questions:

1. How long have you known the candidate and in what capacity?
2. What leadership qualities led you to recommend this candidate?
3. Please provide examples that describe the candidate's leadership skills or potential.
4. What type of skills training do you believe would be of benefit to the candidate?

5. Please rate the effectiveness of the nominee, to the best of your ability, in the following seven leadership competency dimensions. Mark your answers clearly using the 5-point scale provided.

	1	2	3	4	5
<ul style="list-style-type: none"> • Managing People and Tasks — demonstrating such skills as coordinating, teamwork, leadership/influence, managing conflict, and planning/organizing 	Not effective	Somewhat effective	Often effective	Effective	Highly effective
<ul style="list-style-type: none"> • Problem Solving and Decision Making — demonstrating problem identification, insight, seeing things from new angles, recognizing trade-offs, decisiveness, and action 	Not effective	Somewhat effective	Often effective	Effective	Highly effective
<ul style="list-style-type: none"> • Communicating — demonstrating effective oral and written communication skills and active listening 	Not effective	Somewhat effective	Often effective	Effective	Highly effective
<ul style="list-style-type: none"> • Building and Maintaining Relationships — demonstrating skills that build interpersonal relationships, negotiating, putting people at ease, and showing compassion and sensitivity 	Not effective	Somewhat effective	Often effective	Effective	Highly effective
<ul style="list-style-type: none"> • Mobilizing Innovation and Change — demonstrating the ability to conceptualize, inspire, act creatively to mobilize innovation and change, risk-taking and visioning 	Not effective	Somewhat effective	Often effective	Effective	Highly effective
<ul style="list-style-type: none"> • Managing Self — demonstrating learning, personal organization/time management, personal strengths, and problem solving/analytical 	Not effective	Somewhat effective	Often effective	Effective	Highly effective
<ul style="list-style-type: none"> • Personal Professional Demeanor — demonstrating integrity, projecting a professional image, and ethical practice 	Not effective	Somewhat effective	Often effective	Effective	Highly effective

OPTIONAL - Is there any additional information that you would like to furnish to assist the Selection Committee in making a decision about this Candidate?

You may attach additional information if you desire but supplemental material is limited to two (2) pages.

CERTIFICATION AND AGREEMENT

The purpose of the PSATTC Leadership Institute is to enrich the experience of a wide range of promising individuals at an optimal point in their career to help them prepare for greater responsibilities and contributions to the agencies in which they work and to the addiction field in general. I understand that continued agency support is imperative for the trainee's successful completion of this six-month process. I understand in making this nomination that this agency will be responsible for a portion of the costs incurred in this extended training institute. If the candidate becomes a trainee for PSATTC Leadership Institute training, the agency agrees to support the trainee in the following ways:

- the time required for full participation
- the one-time registration fee of \$300
- all hotel and travel expenses

NOMINATOR INFORMATION

Name:

Agency:

Job Title:

Address:

City:

State:

Zip:

Phone Number:

Fax Number:

E-mail Address:

I certify that the information included in this application is correct.

Signature of Nominator:

Date: