

**UCOP Communications Advisory Subcommittee Member Application**

Thank you for your interest in the UCOP Communications Advisory Subcommittee. If you’d like to be considered, please complete this application. Before applying, please be sure you meet the eligibility requirements below and read the fact sheet for a complete description of the subcommittee’s role and the responsibilities and time commitment required of members.

***Eligibility requirements:***

* Career, policy-covered (non-represented) employee
* Worked at UCOP for at least one year
* Satisfactory performance rating and support from manager to serve

Name:

Department:

Position:

Phone:

Email:

Number of years at UCOP (and at UC, if different):

Manager’s name and contact information:

***Please provide brief answers to these questions and submit your application electronically:***

1. Please describe your job at UCOP:
2. Describe why you are interested in this role and what you hope to gain from the experience:
3. On a scale of 1 (weak) to 5 (very strong), how would you rate your:

* verbal communication skills?
* written communication skills?
* presentation skills?

1. Please describe any other skills or qualities you would bring to this role:
2. Provide an example of a time you worked collaboratively with UCOP colleagues to solve a problem or improve an organizational issue:
3. What sources of information do you use to keep informed about what’s going on at UCOP?
4. What do you think UCOP does well to keep employees informed?
5. If you could suggest one thing to improve communications at UCOP, what would it be?
6. Are there specific activities you’d like to do or others you’d prefer not to participate in?
7. How many hours per week/month do you expect to be able to devote to this role?

Please indicate your signature by initialing and dating the form below, and submit your completed application electronically by 5 p.m. Friday, Aug. 1, to [OPStaffAssembly@ucop.edu](mailto:OPStaffAssembly@ucop.edu).

Your initials:

Date:

If you have questions or would like to speak to someone about the subcommittee, please send an email with a brief description of what you would like to discuss to [OPStaffAssembly@ucop.edu](mailto:OPStaffAssembly@ucop.edu).

Thank you for your application,

UCOP Staff Assembly

UCOP Communications