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## Virginia Tech Staff Employee of the Week

December 4, 2006

**Name:** Jim Richardson  
**Job Title:** Employee Administration Manager  
**Employee's Home Department:** Human Resources  
**Employee's College or VP Area:** VP for Business Affairs  
**Nominated For:** President's Award for Excellence  
**Nominated By:** Kelly Griffith, Human Resources Assistant  
**Virginia Tech Hire Date:** February 14, 2000



### Summary

James H. "Jim" Richardson is being nominated for this award for performing his job as a human resource analyst in Human Resources with the highest level of professionalism on a daily basis. As part of his job, Jim regularly assists with the audit of Banner entries to meet payroll deadlines. In the six years that he has been with the department, Jim has shown a willingness to do whatever it takes to get the job done, to get it done on time, and to always adhere to university policies and guidelines. Jim takes initiative and performs duties that are not in his immediate job description, and analyzes any problem that may arise so that he can effectively find a solution. Jim is also noted for his pleasant personality. As a supervisor, he is always considerate of his staff's personal and professional welfare, and he is described as a superb listener. Jim's immediate supervisor, says, "When I give Jim a project to work on, I know it will be done timely and thoroughly. He goes the extra mile to research problems or unusual circumstances to ensure the best solution is found." In summary, Jim Richardson is someone who exemplifies qualities of not only a team leader but also a true team player.

About the ["Staff Employee of the Week"](#) Program

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