



During Student Employment Week, UNA will recognize one student employee as UNA Student Employee of the Year. Nomination Applications may be submitted January 7, 2019 through February 1, 2019 to Stephanie Smith at srsmith3@una.edu or UNA Box 5043. **All nominations must be received no later than 3:00p.m. on Friday, February 1, 2019.** All forms and supplemental documents must be typed to be considered for UNA-SEOTY.

Eligible Terms for Nomination

The Outstanding Student Employee Award is presented to any student employee who meets the following criteria:

- Freshman, Sophomore, Junior, Senior or Graduate Student
- UWS, FWS, UNA Follett and Chartwells student employees are eligible for nomination
- Academic good standing with a minimum cumulative grade point average of 2.75
- Currently enrolled in at least 6 hours
- Employed for a minimum of 3 months (10 -12 hours per week) or 6 months (4 – 6 hours per week) between July 1, 2018 and June 30, 2019 (anticipated).

All nominees will be judged on the following characteristics: reliability, quality of work, initiative, professionalism, and the uniqueness of the student's contribution to the employer.

Please address the following criteria in the nomination form:

- **Attributes** – Provide an example that demonstrates the nominees' greatest attributes and how these attributes enhance their contributions to the position.
- **Leadership & Expectations** – Provide an example of how the nominee goes above and beyond the expectations listed in their job description and how the nominee's leadership skills, initiative or style helped to improve how your office functions.
- **Impact** – Provide an example of the positive impact the nominee has had to your department, campus or community.

Completed Nomination Packages must include the following items:

- 1) Campus Nomination Form (See Attached)
- 2) Resume to include GPA, Honors, Organizations, Community Service and Leadership Experience
- 3) One page written statement from the nominee describing their on-campus employment experience while attending UNA



UNA Student Employee of the Year Nomination Form

Nominee's Name: _____

Student ID L#: _____

Local Address: _____

Permanent Address: _____

Phone: _____

Email: _____

Name/Title of Nominator: _____

Nominating Department: _____

Nominator's Phone: _____

Nominator's Email: _____

Date Submitted: _____

The information you provide may be shared with the public through press releases and other promotional opportunities.

Nominee's Name: _____

Nominee's Job Title and Brief Job Description (100 word limit):

In the space provided below, please provide examples of the required criteria. Nominators may attached additional sheet if needed.