

# *Student Employee of the Year*

## *2006-2007*

### **Award Information:**

The Center for Career Planning would like to highlight our outstanding student workers with a special award for their service and contribute to the Medaille Community. Students work in our departments and contribute to the day to day operations of our offices. Their energy, commitment and dedication help keep our campus running smoothly. Therefore our office is sponsoring the first “Student Employee of the Year” award to recognize an outstanding student worker. Please nominate a student from your department who you feel exemplifies the qualities and characteristic of an outstanding employee.

### **Nomination Process:**

Please complete the information attached to assist in our first “Student Employee of the Year” Award. We are asking that you evaluate the student based on the following criteria: contribution to the office, initiative, reliability, diligence and overall professionalism. Please feel free to attach additional information to assist in the selection process. Qualifying students must be involved in the Federal Work Study program, paid at an hourly rate and be employed by your department for at least one semester. All nominations must be received by Thursday, February 22<sup>nd</sup> at 4:00 PM to The Center for Career Planning, Room C205 of the Sullivan Campus Center. Only nominate *one* outstanding student from your office.

### **Recognition and Awards:**

The Center for Career Planning will award one outstanding student to be recognized at a special luncheon celebration to be held on April 11, 2007 from 12:15 PM-1:30 PM. The student will receive a plaque and a \$100.00 Visa gift certificate.

### **Additional Information:**

April 8-15<sup>th</sup> is *National Student Employee Week* and The Center for Career Planning will be holding special workshops and events for our student workers. Please encourage your student workers to attend one of the following workshops to assist them in their professional development.

- ***Office Etiquette-How to be a Great Student Worker!***  
Wednesday, April 11<sup>th</sup>, 4:00 PM – 5:00 PM – Career Planning Office  
~This workshop will provide students with general information on office skills and professionalism.
- ***From Student Employee to Professional***  
Friday, April 13<sup>th</sup>, 12:30 PM – 1:30 PM – M322  
~This workshop will teach students how to transfer the skills they are learning now to the professional arena.

### **Questions and Concerns:**

Please feel free to contact Denise Harris, Career Consultant, at 880-2178 or [Denise.M.Harris@Medaille.edu](mailto:Denise.M.Harris@Medaille.edu) with any questions or concerns or to receive the application electronically.

*Thank you for your time and participation in this very special initiative!  
Please only nominate your top student employee from your office.*

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### ***Nominator Information***

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Title: \_\_\_\_\_

Department/Office: \_\_\_\_\_

Email Address: \_\_\_\_\_

### ***Student Information***

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Student Identification Number: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

Local Address: \_\_\_\_\_

Length of Employment: \_\_\_\_\_

### ***Nomination Letter***

Please write a letter of nomination for your outstanding student employee. Include specific examples of how this student made significant contributions to your department.

Feel free to use additional space, however limit nomination letter to 500 words.

Nominations will be judged based on the following criteria:

*\*Contribution to the Office \* Ability to Show Initiative \* Reliability  
Diligence \* Overall Professionalism\**