

CBCS Student Employee of the Year Nomination Form

Deadline for submissions: February 27, 2017 at 5.00p.m.

Thank you for taking the time to nominate a student for the CBCS Student Employee of the Year Award. The CBCS Student Employee Week Planning Committee will select two recipients of the award - one FWSP or student assistant *and* one graduate assistant. The recipient will be recognized during Student Employee Appreciation Week, which will be held March 7, 2016 - March 11, 2016. This recognition is in concert with USF Student Employment Week & National Student Employee Appreciation Week, which is held each year during the 2nd week of April. Supervisors may nominate student employees whom they feel warrant particular recognition for their performance on the job.

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

In order to be eligible for consideration, student employees must have worked a minimum of six months part-time (or three months full-time), during the selection period of this year which is June 2016 – May 2017. Nominees are not restricted to students employed through the Federal Work Study program. All student employees in the USF system, both undergraduate and graduate students, are eligible for consideration.

For your nomination to be considered, please complete the nomination form in its entirety. To strengthen your nomination, you may also include an optional letter of support on the individual's behalf but it must be limited to two pages. All nomination forms and letters of support must be sent to hempfill@usf.edu no later than February 27, 2017 at 5:00 p.m.

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

Nominee Information

[Required] Nominee's Name:

[Required] Nominee's Job Title and Brief Job Description:

[Required] Student U#:

[Required] Local Address:

[Required] Permanent Address:

[Required] Phone Number:

[Required] Email Address:

[Required] Nominator's Name:

[Required] Nominator's Title:

[Required] Nominating Department:

[Required] Nominator's Phone Number:

[Required] Nominator's Email Address:

Reliability

Reliability: Student nominees should consistently arrive to work on time as planned and communicate with supervisor appropriately regarding the student's schedule. Additionally, nominees should demonstrate an understanding of departmental/supervisor expectations, the ability to determine actions needed to complete a project, and the ability to make appropriate decisions to complete tasks of high-quality. Consider how the student nominees' reliability may have impacted the level of work the student is able to complete.

[Required] Student Employee demonstrates reliability as defined above... Always

[Required] In the space below, please provide an example of how the nominee has demonstrated reliability in the workplace.

Quality of Work

Quality of Work: Student nominees should demonstrate a commitment to performing their very best on all assigned duties. Consider the impact the nominees' work has had on your department, campus, and/or the community.

[Required] Student Employee demonstrates quality of work as defined above.. Always

[Required] In the space below, please provide an example of how the nominee has demonstrated quality of work in the workplace.

Initiative

Initiative: Student nominees should take initiative to seek additional work when tasks are complete and demonstrate a commitment to the mission of the department by being willing to assist with tasks aimed at improving practices. Consider how the nominee has gone above and beyond the standard work expectations, as well as the nominee's specific leadership style and source of motivation.

[Required] Student employee demonstrates initiative as defined above... Always

[Required] In the space below, please provide an example of how the nominee has demonstrated initiative in the workplace.

Professionalism

Professionalism: Student nominees should demonstrate success in achieving and progressing academically while simultaneously maintaining excellent work performance. Specifically, student nominees should demonstrate an ability to plan in advance for academic-related schedule changes and understand how to appropriately manage competing responsibilities. Additionally, student nominees should show competency in professional communication by choosing the most appropriate means of communication to achieve the duties of their job (email, phone, text in person). Student nominees should communicate effectively about issues that arise on the job including status of job-related tasks, clarification about policies and procedures, situations with customers/clients, personal or academic-related issues that impact work. Consider the growth the nominee has demonstrated in understanding what it means to work in a professional environment.

[Required] Student employee demonstrates professionalism as defined above... Always

[Required] In the space below, please provide an example of how the nominee has demonstrated professionalism in the workplace.

Optional Supplemental Information

You may provide additional information on this nomination form, or attach a document in the form of a letter (2 page limit). In your letter, please describe the accomplishments of the nominee which you feel qualify him/her to be considered for the CBCS Student Employee of the Year Award.

Thank You

Thank you for taking the time to nominate a student for the CBCS Student Employee of the Year Award. The CBCS Student Employee Week Planning Committee will select the recipients of the award no later than March 4, 2016, and notify you if your student has been selected.