

CBCS Student Employee of the Year Nomination Form

Deadline for submissions: March 9, 2018 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.**

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 2017 – May 2018. 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 lhempfill@usf.edu

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

Nominee Information

Nominee's Name:	
Nominee's Job Title and Brief Job Description:	
Nominator's Name:	
Nominator's Title	
Nominator's Department	
Nominator's E-mail Address	

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.

Does the student demonstrate reliability as defined above?	<input type="checkbox"/> Always
In the space below, please provide an example of how the nominee has demonstrated reliability in the workplace:	

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.

Does the student demonstrate quality of work as defined above? Always

In the space below, please provide an example of how the nominee has demonstrated quality of work in the workplace:

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.

Does the student demonstrate initiative as defined above? Always

In the space below, please provide an example of how the nominee has demonstrated initiative in the workplace:

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.

Does the student demonstrate professionalism as defined above? Always

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 16, 2018, and notify you if your student has been selected. The recipients will be recognized during Student Employee Appreciation Week, which will be held March 19, 2018 - March 23, 2018.