**Student Employee of the Year**
**2011 NOMINATION FORM**

**Department** _____

**Student Nominee's Name** _____
**First** **MI** **Last**

**Banner ID No.**_____**E-mail:**_____

**Permanent Address** **Local Address**

_____ _____

_____ _____

**Permanent Phone** _____ **Local Phone**_____

**Name(s) of Parent(s)/Guardian(s)**_____

**Nominee's Job Title/Position Number** _____

**Job Description**_____

_____

**How long has nominee been employed in this position?**_____

**Nominee's Year at Xavier:** **FR** **SO** **JR** **SR**

Please describe the accomplishments of the nominee which you feel qualify him/her to be considered for the award of Student Employee of the Year. Only information relative to student employment work will be considered. Please do not include information regarding extracurricular activities, grades etc. Be sure to cite reason(s) for nomination. Each of the following qualities must be addressed in the nomination letter:

(1) *Reliability*
*(2) Quality of work*
*(3) Initiative*
*(4) Professionalism*
*(5) Uniqueness of Contribution (What has the student accomplished that will leave a lasting impression on your office, or Xavier as a whole? What has the student changed in your office that will last long after the student is gone?)*

Please submit the nomination letter on a separate sheet of paper.

**Name of Nominator** _____

**Department** _____ **Phone** _____

**Department's Campus Address** _____**Fax** _____

**Nominator's Signature** _____ **Date** _____

## DEADLINE: Wednesday, January 12, 2011 by 12:00 pm

To the Career Services Center, ML 2131, or brownj21@xavier.edu