January 4, 2018

To: Xavier Student Employee Supervisors

From: Vicki Clary, Student Employment

**Student Employee of the Year Award 2017-2018**
Nomination entries are due by Wednesday, January 24, 2018 by 5:00 p.m.

The student employee of the year (SEOTY) is a student who, in their work role, exemplifies reliability, quality of work, initiative, professionalism, and uniqueness of contribution. To recognize these contributions, student employee supervisors are encouraged to nominate an outstanding student employee. The campus winner will be recognized at the Honors Day – Student Leadership Assembly in April and will be considered for the state, regional and national awards. All nominees will be recognized across campus.

**Nomination and Selection Process**
Supervisors must submit the SEOTY Campus Nomination Form to the attention of Vicki Clary, Student Employment – Conaton Learning Commons, Room 530 - ML 1161 or send electronically to claryv@xavier.edu. Entries must be received on the SEOTY Campus Nomination Form no later than Wednesday, January 24, 2018 5:00 p.m. See important and helpful tips for completing the nomination form below:

A selection committee will review and select a campus winner. This committee can only make decisions based on the information provided. Please provide examples and evidence that specifically demonstrate the characteristics reliability, quality of work, initiative, professionalism, and uniqueness of contribution. Point out specific or key accomplishments and state why the student is outstanding. Describe when the nominee went above and beyond or made a significant contribution to the department and/or university.

Please include information and examples about the following areas:
- The nominee’s greatest attributes, as they relate to the job
- How the nominee has gone above and beyond the standard work expectations
- The quality of the nominee’s work and work style
- The nominee’s leadership skills, initiative, and motivation
- The impact the nominee has had on your department, campus and community
- The qualities of the nominee that set him/her apart from other student employees

➢ Make sure to save the Nomination form to your local computer before editing and/or printing it.
➢ Make sure to stay within the word limit indicated. You might want to use word to draft your nominee information, double check your word count and then copy and paste into the form.

**Eligibility**
Undergraduate and Graduate students must have been employed for a minimum of six months between June 1, 2017 and May 31, 2018 (anticipated). Must be in good standing with the University and must demonstrate commitment to academic achievement with a cumulative 2.5 GPA or above.

**Review Committee-Volunteers Needed!**
A small committee (5-10 supervisors) is needed to review and rate Student Employee of the Year nominations. A packet would be sent to each member of the committee by Friday, January 26th and would be due back to Student Employment no later than Tuesday, February 6th. Please let me know as soon as possible if you would be able to help with this. As always, if you have questions, contact me at 745-4880 or claryv@xavier.edu.