**Student Employee of the Year Award 2020-2021**

Supervisors are encouraged to nominate an outstanding student employee for the 2021 Student Employee of the Year. Nomination entries are due by Wednesday, February 3, 2021 by 5:00 pm. All student employee nominees will be recognized. A little bit about the program.

Each spring the National Student Employment Association (NSEA) coordinates the annual National Student Employee of the Year (SEOTY) program. The process begins at the institutional level. Supervisors may nominate an outstanding employee for recognition as their institutions’ student employee of the year. Then, each institution may submit their student employee of the year winner for State, Regional and National consideration.

**ELIGIBILITY**
- Undergraduate and Graduate students are both eligible for Xavier nominations and recognition. Only undergraduates will be eligible for the regional and national nomination.
- Student nominees must have worked at least during the fall 2020 semester, but there is no restriction on length of employment for the student being nominated.
- Must be in good standing with the University and must demonstrate commitment to academic achievement with a cumulative 2.5 GPA or above.

**THE NOMINATION PROCESS AND REQUIREMENTS**

Supervisors must submit a one page* nomination letter (word document) for each student employee nominated. The nomination letter will need to include the following:

*At the top of the nomination letter include the following information:*

<table>
<thead>
<tr>
<th>Student Name:</th>
<th>Nominating Department:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Banner ID:</td>
<td>Nominator Name:</td>
</tr>
<tr>
<td>Student Email Address:</td>
<td>Nominator Email:</td>
</tr>
<tr>
<td>Student Position Title:</td>
<td></td>
</tr>
</tbody>
</table>

*Content of the letter should include the following:*
- Why you are submitting this student for recognition.
- Outline student employee’s accomplishments and contributions.
- Explain and provide examples of how the student exhibits NACE competencies in their position?
- Finish with a closing statement.

*Note: You can go slightly over a page, maybe a fourth or at the most half a page over. Word documents or pdf documents are accepted.*

E-mail your nomination letter(s) to the attention of Vicki Clary, Student Employment Coordinator at claryv@xavier.edu. Entries must be received no later than Wednesday, February 3, 2021 5:00 p.m.

**THE SELECTION PROCESS**

A selection committee will review and score nominations resulting in a winner.

**Selection Committee Volunteers *Needed!!**

A small committee (5-10 student employee 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, February 5th and would be due back to Student Employment no later than Tuesday, February 9th. Please let me know as soon as possible if you would be able to help with this. *Supervisors who nominate a student employee aren’t eligible to volunteer as part of the review committee.*

For more information and questions, contact Vicki Clary at 745-4880 or claryv@xavier.edu. REV 12/8/2020