Student Employee of the Year
Nomination Process

The Student Employee of the Year (SEOTY) begins with supervisors nominating outstanding student employees at the institutional level. Nominations then move on to the state, regional, and national level.
In order to be eligible for consideration, student employees must have worked a minimum of 6 months part-time (or three months full-time), during the selection period which is from June in the prior year through May of the current year. Undergraduate students are eligible. Graduate Assistants and Teaching Assistants are ineligible for Student Employee of the Year.

Nominees are not restricted to students employed through the Federal Work-Study Program. All student employees are eligible for consideration.

Please complete the following form to nominate your student. Nominations will be judged on the 8 NACE Core Competencies:

- Critical Thinking/Problem Solving
- Oral/Written Communications
- Teamwork/Collaboration
- Digital Technology
- Leadership
- Professionalism/Work Ethic
- Career Management
- Global/Intercultural Fluency

Supervisors may find it helpful to review the attached rubric to understand how nominations will be scored.

Please note that additional materials will not be considered.

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

Rubric

This rubric will be used to score the National Student Employment Association Student Employee of the Year nominations for 2020. Nominators should use this rubric as a reference when crafting nomination letters for their student employees. Scorers should use this rubric for deciding upon award recipients. Please select a score of 1-5 for each competency area and total the points at the end.

Student's Name _____

Criteria *(Shelton, 2018)*	**Excellent (5)** Exceeds the criteria listed	**Good (4)** Clearly meets the criteria listed	**Fair (3)** Minimally meets the criteria listed	**Poor (2)** Does not meet the criteria listed	**N/A (1)** Not enough information provided to score
Communication *Definition: "Articulate thoughts and ideas clearly and effectively in written and oral forms to persons inside and outside of the organization (NACE, 2019)."* *Nominator may provide examples for how the nominee:* - *Communicates efficiently verbally and non-verbally* - *Exhibits excellent public speaking skills* - *Contributes to the department by writing and editing documents clearly*	Nominator provided specific details and examples about how the student exceeded the criteria listed.	Nominator provided specific details and examples about how the student exceeded the criteria listed.	Nominator provided specific details about the nominee's job contributions, but did not clearly relate it to this competency.	Nominator provided some information about the nominee's job contributions, but detail was lacking.	No information was provided about the nominee's progress on this competency.
Digital Technology *Definition: "Leverage existing digital technologies ethically and efficiently to solve problems, complete tasks, and accomplish goals. The individual demonstrates effective adaptability to new and emerging technologies. (NACE, 2019)."* *Nominator may provide examples for how the nominee:* - *Utilizes technology to solve workplace issues* - *Adapts to workplace technologies easily* - *Identifies appropriate hardware and software to accomplish goals.*	Nominator provided specific details and examples about how the student exceeded the criteria listed.	Nominator provided specific details and examples about how the student meets the criteria listed.	Nominator provided specific details about the nominee's job contributions, but did not clearly relate it to this competency.	Nominator provided some information about the nominee's job contributions, but detail was lacking.	No information was provided about the nominee's progress on this competency.

Problem Solving *Definition: "Exercise sound reasoning to analyze issues, make decisions, and overcome problems. The individual is able to obtain, interpret, and use knowledge, facts, and data in this process, and may demonstrate originality and inventiveness (NACE, 2019)."* *Nominator may provide examples for how the nominee:* - *Thinks originally and creatively to come up with solutions.* - *Gathers and interprets data to come to decisions* - *Is able to analyze and interpret situations logically.*	Nominator provided specific details and examples about how the student exceeded the criteria listed.	Nominator provided specific details and examples about how the student meets the criteria listed.	Nominator provided specific details about the nominee's job contributions, but did not clearly relate it to this competency.	Nominator provided some information about the nominee's job contributions, but detail was lacking.	No information was provided about the nominee's progress on this competency.
Professionalism/Work Ethic *Definition: "Demonstrate personal accountability and effective work habits...The individual demonstrates integrity and ethical behavior, acts responsibly with the interests of the larger community in mind, and is able to learn from his/her mistakes (NACE, 2019)."* *Nominator may provide examples for how the nominee:* - *Manages their workload efficiently.* - *Displays a professional image through both their actions and appearance.* - *Acts with integrity and honesty to serve the* community as a whole.	Nominator provided specific details and examples about how the student exceeded the criteria listed.	Nominator provided specific details and examples about how the student meets the criteria listed.	Nominator provided specific details about the nominee's job contributions, but did not clearly relate it to this competency.	Nominator provided some information about the nominee's job contributions, but detail was lacking.	No information was provided about the nominee's progress on this competency.

Intercultural Fluency					
Intercultural Fluency *Definition: "Value, respect, and learn from diverse cultures, races, ages, genders, sexual orientations, and religions. The individual demonstrates, openness, inclusiveness, sensitivity, and the ability to interact respectfully with all people and understand individuals' differences (NACE, 2019)."* *Nominator may provide examples for how the nominee:* - *Interacts with all people in a respectful and understanding fashion.* - *Makes an effort to create an environment of inclusivity.* - *Seeks to increase their understanding and knowledge of other peoples.*	Nominator provided specific details and examples about how the student exceeded the criteria listed.	Nominator provided specific details and examples about how the student meets the criteria listed.	Nominator provided specific details about the nominee's job contributions, but did not clearly relate it to this competency.	Nominator provided some information about the nominee's job contributions, but detail was lacking.	No information was provided about the nominee's progress on this competency.
Career Management *Definition: "Identify and articulate one's skills, strengths, knowledge, and experiences relevant to the position desired and career goals, and identify areas necessary for professional growth (NACE, 2019)."* *Nominator may provide examples for how the nominee:* - *Self-advocates for opportunities in the workplace.* - *Articulates the skills and knowledge they acquire throughout work.* - *Sees the bigger picture of how their work ties into their future aspirations.*	Nominator provided specific details and examples about how the student exceeded the criteria listed.	Nominator provided specific details and examples about how the student meets the criteria listed.	Nominator provided specific details about the nominee's job contributions, but did not clearly relate it to this competency.	Nominator provided some information about the nominee's job contributions, but detail was lacking.	No information was provided about the nominee's progress on this competency.

	Nominator provided specific details and examples about how the student exceeded the criteria listed.	Nominator provided specific details and examples about how the student meets the criteria listed.	Nominator provided specific details about the nominee's job contributions, but did not clearly relate it to this competency.	Nominator provided some information about the nominee's job contributions, but detail was lacking.	No information was provided about the nominee's progress on this competency.
Leadership *Definition: "Leverage the strengths of others to achieve common goals, and use interpersonal skills to coach and develop others (NACE, 2019)."* *Nominator may provide examples for how the nominee:* - *Delegates work fairly to others' in the workplace* - *Understands how each team member brings individual strengths and skills to the table.* - *Prioritizes and organizes their workload within the team.*	Nominator provided specific details and examples about how the student exceeded the criteria listed.	Nominator provided specific details and examples about how the student meets the criteria listed.	Nominator provided specific details about the nominee's job contributions, but did not clearly relate it to this competency.	Nominator provided some information about the nominee's job contributions, but detail was lacking.	No information was provided about the nominee's progress on this competency.
Teamwork *Definition: "Build collaborative relationships with colleagues and customers representing diverse cultures, races, ages, genders, religions, lifestyles, and viewpoints. The individual is able to work within a team structure, and can negotiate and manage conflict (NACE, 2019)."* *Nominator may provide examples for how the nominee:* - *Builds relationships and rapport with others in the workplace.* - *Negotiates and manages conflict smoothly and effectively.* - *Impactfully works with others to achieve a common goal.*	Nominator provided specific details and examples about how the student exceeded the criteria listed.	Nominator provided specific details and examples about how the student meets the criteria listed.	Nominator provided specific details about the nominee's job contributions, but did not clearly relate it to this competency.	Nominator provided some information about the nominee's job contributions, but detail was lacking.	

Total Points Received: _____/ 40