

The Student Employment Recognition programs begin at the institutional level and move on to district, regional, and, in some cases, national recognition. Each year, the Northeast Association of Student Employment Administrators looks to supervisors and students at colleges across the Northeast to nominate student employees and supervisors who they feel are especially worthy of recognition based on their performance on the job. Nominees are considered for institutional recognition, and, if selected, can move on to district, regional, and national consideration.

NEASEA sponsors selection programs for undergraduate students, graduate students, and supervisors. Each campus can decide in which programs they will participate, so be sure to check with your campus' student employment program to determine which programs are taking place at your institution.

### **Student Employee of the Year**

Supervisors may nominate student employees whom they feel warrant particular recognition for their performance on the job. In your letter of nomination, please describe the accomplishments of the nominee which you feel qualifies them to be considered for Student Employee of the Year recognition. Your letter of nomination must be limited to two pages and should include information and examples. Nominations will be judged on the following characteristics: community service, diversity and inclusion, leadership, technology and innovation, and critical thinking. Please refer to the selection rubric.

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. For 2025, the selection period is for work performed from June 2024 through May 2025. Nominees are not restricted to students employed through the Federal Work-Study Program. All student employees are eligible for consideration.

### **Nomination Packet**

For your nomination to be complete, please submit the following items:

- Cover Sheet containing the following information: Student Name, Banner ID, Supervisor Name, Student Job Title, Department where student position is held
- Letter of nomination (two-page limit)
  - Only one letter may be received for each student. Multiple letters will not be considered.
  - Only one letter for each department will be considered.

Please note that additional materials such as a second letter of recommendation or performance evaluations will not be considered. The information you provide may be shared with the public through press releases and other promotional opportunities. For the Charly Totoro Undergraduate Student Employee of the Year program, NEASEA reserves the right to re-format the wording of your text to meet the criteria and format of the national competition, should your student be chosen as the Charly Totoro Undergraduate Student Employee of the Year. NEASEA will not alter the meaning or interpretation of your nomination.

The nomination materials must be submitted electronically. **The deadline for nominating a student for consideration is Friday, February 7, 2025.** Submissions that are not received electronically or that are not received by February 7, 2025 will not be considered.



## Overall Student Employee of the Year Award

Criteria	<u>Excellent (3pts)</u>	<u>Good (2pts)</u>	<u>Fair (1pt)</u>
	Nominator provided specific details and examples about how the student exceeded the criteria listed	Nominator provided specific details and examples about how the student met the criteria listed	Nominator provided specific details about the nominee's job contributions but did not clearly relate it to the criteria listed
Student employee has gone above and beyond in their position which led to a lasting impact at the university or in the community	Example: Student takes the initiative to go above the expected criteria and has positively influenced/impacted the university or community.	Example: Student goes above and beyond with the work given to them.	Example: Student adds valuable attributes to the department within the university.
Student employee has shown professional growth through the development of the core competencies	Example: Student has demonstrated a full understanding and knowledge of the core competencies in the work environment and to those around them.	Example: Student has grown professionally based on their learning experiences within the department.	Example: Student has shown growth within the work environment.
Student employee shows initiative to acquire and apply new skills to further their learning while contributing to the operation of the department	Example: Student uses fundamental learning experiences to build from and applies their motivation to the department or university.	Example: Student strives to see the best possible outcome in the department by applying their learned attributes.	Example: Student has demonstrated new skills by contributing within the department.

The nomination materials must be submitted electronically. **The deadline for nominating a student for consideration is Friday, February 9, 2024.** Submissions that are not received electronically or that are not received by February 9, 2024 will not be considered.