

Student Employee of the Year Nomination Form

National Student Employment Week is held the second full week of April, and those dates will be April 11-15, 2011. Activities are being planned to recognize **all** student employees at Florida International University. You can also plan your own activities during that week to show your appreciation to student employees.

As a part of the celebration, Financial Aid encourages you to **nominate your outstanding student employee(s)** for Florida International University's Student Employee of the Year.

ELIGIBILITY

1. Employee must not be a graduate student employed as a Resident Assistant, Graduate Assistant or Teaching Assistant.
2. Students must have been employed for a minimum of 3 months full-time or 6 months part-time between July 1, 2010 and June 30, 2011 (anticipated). Students that have been employed prior to July 1, 2010 are eligible for nomination. Any student that you anticipate will continue to work for you in the future to reach the 6 months by June 30th is eligible to be nominated.

NOMINATIONS

To nominate your student employees please submit a complete nomination packet by Friday, **JANUARY 28, 2011 AT 5:00 P.M.** Only one nomination per student will be accepted.

**Upon nomination, we would like to obtain pictures of your students working in their department so that we may use it at the Student Employee of the Year Award Ceremony.*

AWARDS

Florida International University Recognition

- TBA
- TBA
- TBA

Further Competition

To participate in the National Student Employee of the Year Competition, Florida International University will recommend our campus winner to the regional Southern Association of Student Employment Administrators (SASEA) competition.

- The SASEA regional winner will receive a plaque and a \$200 savings bond,
- The SASEA school member and the employing department will receive certificates of appreciation.
- The president of the regional winner's institution will be sent a congratulatory letter and a nomination to the national competition from SASEA.
- The national winner receives a \$1,000 cash award from NSEA presented at the "home campus" during National Student Employment Week.

DEADLINE: FRIDAY, JANUARY 28th, 2011 AT 5:00PM

Please return this nomination form to:

**Adelfa Ukenye, Assistant Director
Financial Aid Office, PC-125**

Email: Adelfa.Ukenye@fiu.edu, Fax: 305-348-1963,

Student Employee of the Year Nomination Form

Nominations accepted: November 29, 2010 – January 28, 2011

Student Name	Student Job Title	Length of employment
Name of Nominator	Nominator's Campus Department	Nominator's Phone number and email

Student Panther ID: _____ **Pay Plan Title:** [] Student Assistant [] Federal Work Study

Each nominee is being judged on six qualities for the National Student Employee of the Year competition. Please respond to the following questions or statements describing why this student is deserving of being named **Florida International University's Student Employee of the Year**. To complete your nomination, also include a **resume** from the student employee and the student's **job description**. For accuracy in reading, please return typed.

1. Tell how this student exhibited **reliability** beyond your expectations.
2. Describe the outstanding **quality of work** of your nominee.
3. Give details of a time in which your nominee showed extraordinary **initiative**.
4. How does this employee's **attitude** exceed your expectations?
5. How does the employee display exceptional **professionalism** in his or her duties?
6. What **unique contribution** has this employee given to your department?

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FIU Student Employee of the Year Nomination Rubric

(To be completed by Nominator)

CRITERIA	MET EXPECTATIONS	FREQUENTLY EXCEEDED EXPECTATIONS	CONSISTENTLY EXCEEDED EXPECTATIONS	NUMERICAL PERFORMANCE RATING
Rating	1-5	6-10	11-15	1-15
Service Excellence <i>Relationships with the university community and the general public and response to their needs.</i>	Attentive to needs. Asked questions to identify service needs and expectations.	Actively explored needs and exceeded their expectations. Responded promptly for requests for service.	Anticipated needs and provided a level of service that elicited favorable responses. Took responsibility for resolving conflict.	
Innovation and Achievement <i>Creativity used to improve job productivity and efficiency, including new ideas and suggestions.</i>	Often made suggestions for improving methods and procedures by benchmarking.	Frequently sought potential beneficial changes and improvements; contributed to a departmental improvement effort. Exhibited ability to learn and apply new skills.	Very innovative; suggested and implemented a significant contribution to improve operations, utilizing best practices. Pursued development opportunities.	
Diversity and Respect <i>Treatment of people who are different from him/herself.</i>	Saw individual differences in others as opportunities to learn; was sensitive to own behavior and its impact on others before acting. Understands value of diversity.	Confronted behavior that did not value differences in an appropriate and nonjudgmental manner; puts him/herself in "another's position" and demonstrates consideration for others.	Contributed to an environment where differences were valued and encouraged; understood all points of view with empathy. Supported building a diverse workforce.	
Teamwork and Cooperation <i>Willingness to develop partnerships with others.</i>	Established rapport with appropriate ease; sought others for support and involvement. Gave and welcomed feedback.	Pursued opportunities to work as part of a team; willingly shared resources. Established collaborative relationships to achieve objectives.	Actively sought partnerships; built strong relationships with people at all levels and across units. Contributed to building a positive team spirit.	
Leadership/Initiative <i>Ability of student to embody the vision of the University.</i>	Played a lead role in the accomplishment of an assignment or project. Took responsibility for work produced.	Mobilized others in the accomplishment of an assignment or project without being asked; willingly took on projects beyond his/her normal scope. Reacted well under pressure.	Inspired others to perform at a higher level than they believed possible; volunteered for challenging assignments and expanded scope of contribution. Showed courage to take action.	
			Total Score	

RATING SCORE:

15
11-14
6-10
1-5

RANGE AMTS:

Meritorious
Consistently Met Expectations
Frequently Met Expectations
Met Expectations

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