

2020 WRIGHT STATE UNIVERSITY STUDENT EMPLOYEE OF THE YEAR NOMINATION FORM

Use "Save As" function to create a copy of this form for each student you nominate. Fill out that copy, not this original.
Suggestion: First create your comments in a Word document, then cut and paste the final content into the saved form.

Student Name: _____

Student's UID#: _____ Student Email: _____

Dates student employed in Student Employment position (mm/dd/yy): from _____ to _____

Student Job Title: _____

Employing Department: _____

Nominator's Name: _____

Nominator's Job Title: _____

Nominator's Phone: _____ Nominator's Email: _____

To promote Student Employment, Student Employee of the Year and National Student Employment week, Wright State Student Employment and Office of Marketing use information provided by you on this nomination form. Information from the Wright State honoree's nomination form is forwarded to Midwest Association of Student Employment Administrators (MASEA) for consideration at the state, regional and national level. Information on this form may be used for but not limited to local, state, regional, and national news releases and promotions.

Complete a Nomination Form for each student you are nominating. The Nomination Form includes five pages.

- **Required:** You must provide information in the competency categories on the Nomination Form. Please provide strong evidence and demonstrative examples of the nominee's competencies. While we ask for strong evidence, you are limited to 2100 characters in each comment box, for compliance with MASEA requirements.
- **Optional:** For Wright State institutional use only, you may include a supplemental letter of recommendation to provide the selection committee with further details of the nominee's outstanding qualities and contributions as a student employee and to the community as a whole.

Submit nominations prior to 4:30 p.m., Friday, February 14, 2020.

1. Upload each Nomination Form as a single file to [Wright State Filelocker](#)
2. Inside Filelocker, choose to Share each file with Skip Rinehart at skip.rinehart@wright.edu

Questions?

Contact: Skip Rinehart, SEOTY Coordinator, Student Employment/Career Services, skip.rinehart@wright.edu or (937) 775-2556.

Thank you for nominating your outstanding student employee for the Student Employee of the Year!

Competency	Comments
<p>COMMUNICATION Nominator may provide examples for how the nominee:</p> <ul style="list-style-type: none"> • Communicates efficiently verbally and non-verbally • Exhibits excellent public speaking skills • Contributes to the department by writing and editing documents clearly 	
<p>DIGITAL TECHNOLOGY Nominator may provide examples for how the nominee:</p> <ul style="list-style-type: none"> • Utilizes technology to solve office issues • Adapts to office technologies easily • Identifies appropriate hardware and software to accomplish goals 	
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PROBLEM SOLVING

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

PROFESSIONALISM/WORK ETHIC

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

INTERCULTURAL FLUENCY

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 people

CAREER MANAGEMENT

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

LEADERSHIP

Nominator may provide examples for how the nominee:

- Delegates work fairly with 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

TEAMWORK

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