

**2018-2019 OUTSTANDING STUDENT EMPLOYEE OF THE YEAR NOMINATION PROCESS
CAL POLY – SAN LUIS OBISPO**

Supervisors may nominate student employees whom they feel warrant particular recognition for their performance on the job. The Outstanding Student Employee of the Year (OSEY) Program begins at the institutional level and moves on to regional, and, in some cases, national recognition. Each year, our region (Western Association of Student Employment Administrators) looks to supervisors at colleges across the region to nominate student employees who they feel are especially worthy of recognition based on their performance on the job.

Please complete and submit the following form. Nominations will be judged on the following characteristics: reliability, quality of work, initiative, professionalism, and the uniqueness of the student's contribution to the employer.

- **Attributes** – Provide an example that demonstrates the nominees' greatest attributes and how these attributes enhance their contributions to the position.
- **Expectations** – Provide an example of how the nominee goes above and beyond the expectations listed in their job description.
- **Leadership/Style** – **Leadership** - Provide an example of how the nominee's leadership skills, initiative or style helped to improve how your office functions. **Style** – Describe the quality of the nominee's work style and how their style of work is well suited for your department.
- **Impact** – Provide an example of the positive impact the nominee has had to your department, campus or community.

Eligibility: 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. Eligible candidates include State, ASI and CP Corporation student employees. Nominees can be Federal Work-Study and Non-Federal Work-Study students. All student employees are eligible for consideration.

Materials: The information you provide may be shared with the public through press releases and other promotional opportunities. Additional materials will not be considered. Please return this form to:

**Barbara Rollins
Financial Aid (Administration Building 001, Room 212D)
Or send electronic copy to: brollins@calpoly.edu
DEADLINE: February 8, 2019**

Institution's Name

Student Employee of the Year Nominee Information Form

Nominee's Name: _____

Student ID# _____
(Do not use SSN)

Local Address: _____

Permanent Address: _____

Phone: _____

Email: _____

Nominator's Name: _____

Nominating Department: _____

Nominator's Phone: _____

Nominator's Email: _____

Please describe in the following sections the accomplishments of the nominee in the areas that you feel qualifies the employee to be considered for the award of Outstanding Student Employee of the Year. Cite specific examples of the nominee's achievements and contributions that influenced your nomination:

- Reliability
- Initiative
- Uniqueness of Contribution
- Adaptability
- Quality of Work
- Professionalism
- Community and Campus Services
- Disposition/Attitude

Institution's Name

Student Employee of the Year Campus Nomination Form

Nominee's Name: _____

Nominee's Job Title and Brief Job Description (100 word limit):

Word 7ci bh

In the space provided below, please provide examples of the nominee's reliability, quality of work, initiative, professionalism and uniqueness of contribution. (350 word limit for each category)

Attributes:

Word 7ci bh

Expectations:

Word 7ci bh

Leadership/Style:

Word 7ci bh

Impact:

Word 7ci bh

Name/Title of Nominator: _____

Department: _____

Date: _____