



2019/2020 OUTSTANDING STUDENT EMPLOYEE OF THE YEAR NOMINATION FORM

DEADLINE: FEBRUARY 7, 2020

Nominee's Name &
Cal Poly Student ID#: _____

Nominee's Title: _____

Nominator's Name: _____

Nominating Department: _____

Nominator's Phone: _____

Nominator's Email: _____

In the space provided below, please give examples of the nominee's demonstrated skills in each category.
You are limited to 350 words in each area.

	Comments
<p>COMMUNICATION</p> <p>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</p> <p>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 	
<p>PROBLEM SOLVING</p> <p>Nominator may provide examples for how the nominee:</p> <ul style="list-style-type: none"> • 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 	
<p>PROFESSIONALISM/WORK ETHIC</p> <p>Nominator may provide examples for how the nominee:</p> <ul style="list-style-type: none"> • 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 	
<p>INTERCULTURAL FLUENCY</p> <p>Nominator may provide examples for how the nominee:</p> <ul style="list-style-type: none"> • 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 	

	Comments
<p>CAREER MANAGEMENT</p> <p>Nominator may provide examples for how the nominee:</p> <ul style="list-style-type: none"> • 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 	
<p>LEADERSHIP</p> <p>Nominator may provide examples for how the nominee:</p> <ul style="list-style-type: none"> • 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 	
<p>TEAMWORK</p> <p>Nominator may provide examples for how the nominee:</p> <ul style="list-style-type: none"> • 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 	

Purpose of Form: 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.

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, CP Corporation, and University Store student employees. Nominees can be Federal Work-Study and Non-Federal Work-Study students. All student employees at Cal Poly 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 7, 2020