



## NOMINATION FORM

Name of Student Employee/Nominee \_\_\_\_\_

Student C# \_\_\_\_\_

No. of years/months student has worked as a student employee in your department/office \_\_\_\_\_

Nominator's name and title \_\_\_\_\_

Office/Department \_\_\_\_\_

Nominator's Email: \_\_\_\_\_ Office Phone Number: \_\_\_\_\_

Address (if on-campus, please include locator code) \_\_\_\_\_

Nominator's signature \_\_\_\_\_

### SUPERVISOR INSTRUCTIONS

The nomination will be evaluated on the supervisor's and/or nominator's comments. The supervisor's recommendation should include specific examples of performance excellence addressed by the following items:

- A) Describe the student's job responsibilities.
- B) Provide your reasons for nominating this student using the following questions as a guideline:
  - 1. How has this student contributed to the success of your department /organization or the University?
  - 2. What imaginative or creative solutions to difficult departmental problems has the student developed?
  - 3. How has this student shown an active interest and participation in departmental affairs?
  - 4. How does this student employee stand apart from other student employees?
- C) In your statement, use **specific** examples that speak to the student's reliability, longevity, quality of work, apparent adaptability, initiative and disposition. It is important that you note each of these six qualities in your recommendation as each nominee will be evaluated on this criterion.
- D) If applicable, provide samples of the student's work or performance evaluations.

*For more information, please contact:*

Connie Diaz

Student Financial Assistance and Employment

University Center, Suite 2275, Coral Gables, FL 33124-6929

Phone: (305) 284-6641 Email: [cadiaz@miami.edu](mailto:cadiaz@miami.edu)

## PROCEDURES

- Supervisor submits nomination form along with a recommendation letter and supporting materials.
- Completed nominations are preferred to be mailed or hand-delivered to Student Financial Assistance and Employment. Nominations forms via email can be sent to [cadiaz@miami.edu](mailto:cadiaz@miami.edu). **We are unable to accept nomination forms via fax.**
- Nominations must be submitted to the Student Financial Assistance and Employment (University Center, Suite 2275) by **Friday, March 9, 2018.**
- A confirmation email will be sent to you upon receipt of your nomination.
- A selection committee comprised of University of Miami employers, students and administrators will evaluate applications and determine the winner.

## APPLICATION TIPS

- 👍 We welcome supporting materials such as performance evaluations, samples of work, resumes, etc.
- 👍 These applications are judged as much on presentation and accuracy as on content. Please check spelling and make sure all sections are complete.
- 👍 Make a copy. While it is rare, some nominations do get lost in the mail. If this happens to your nomination, we will send you another form, but having a completed copy will make things simpler for you.
- 👍 Please use concrete examples. You can imagine that we receive many outstanding recommendations from supervisors. The applications that stand out, however, are the ones that also include solid evidence to back up the superlatives they contain.
- 👍 Please nominate only one student employee from your office. The nominee should be the student employee who stands out above the rest.

## ELIGIBILITY

- Nominee must be a University of Miami **undergraduate** student enrolled full-time in a degree-seeking program.
- Nominee must have worked in your office for a minimum of one full academic year.
- Nominee must be in good academic standing with a GPA of 3.0 or better.
- Nominee must have worked an average of at least **10 hours per week.**
- Students must be nominated by a supervisor.
- **Graduate students** or any students receiving tuition or housing benefits as part of their job assignment, will not be considered.

## RECOGNITION

- ★ The winner will receive a \$1,000 scholarship.
- ★ The winner will be announced during the Student Employee Award Celebration during National Student Employment Week (April 9 - 15, 2018). All nominees and nominators will receive an invitation to the award celebration (details to follow).
- ★ A plaque will be displayed in the Student Financial Assistance and Employment Office bearing the names of each year's winners.
- ★ All nominees will receive certificates.
- ★ The University of Miami Student Employee of the Year will be entered in the regional Southern Association of Student Employment Administrators (SASEA) Student of the Year competition.
- ★ The winner of the regional award will go on to the national competition. The national winner receives a monetary award and is invited to attend the National Student Employment Association's (NSEA) annual conference of the following year.

Student Financial Assistance and Employment must receive all nominations no later than **Friday, March 9, 2018.**

*For more information, please contact:*

Connie Diaz

Student Financial Assistance and Employment  
University Center, Suite 2275, Coral Gables, FL 33124-6929  
Phone: (305) 284-6641 Email: [cadiaz@miami.edu](mailto:cadiaz@miami.edu)