Butler University
Student Employee Award
Nomination Form

STUDENT/SUPERVISOR INFORMATION
Student Nominee: ___________________________ ID# __________________
Supervisor(s): ____________________________
Department/Office: ________________________
Nominee’s job title: _________________________
How long has this nominee been employed in this position? _________________________
Signature of Supervisor: ___________________ Date: ______________________

SELECT YOUR NOMINATION (Students may only be nominated for one award)
_______ Student Employee of the Year
_______ Outstanding New Student Employee of the Year
_______ Student Employee Leadership Award

SUPERVISOR NOMINATION LETTER- Only ONE letter per nominee will be accepted

A. Student Employee of the Year

• Supervisor: Attach a ONE-page letter describing the nominees qualifying accomplishments Please address the following qualities: reliability, quality of work, initiative, professionalism, and uniqueness of contribution.

• Employee Statement: “Student Employee of the Year” nominees must also submit a ONE-page letter describing the key takeaways and skills gained from their position.

B. Outstanding New Student Employee of the Year — (Any student who has been in a position for less than a year)

• Supervisor: Attach a ONE-page letter describing the nominees qualifying accomplishments Please address the following: the student’s commitment to the position, department, and educational goals.

• Employee Statement: “Outstanding New Student Employee of the Year” nominees must also submit a ONE-page letter describing the key takeaways and skills gained from their position.

C. Student Employee Leadership Award

• Supervisor: Please attach a ONE-page letter describing why you believe this student has exhibited exceptional leadership in this particular role. Qualifying accomplishments may include communication skills, innovation, ability to work as part of a team, decision-making, and problem-solving skills

• Employee Statement: “Student Employee Leadership” award nominees must also submit a ONE-page letter describing the key takeaways and skills gained from their position.

Nominations due via email/paper by Monday February 17th 2019
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Butler University Internship and Career Services