Student Employee Appreciation Awards

1. Supervisors must submit a complete packet for each nomination, including:
   - The attached Nomination Form
   - Supervisor Statement
   - Employee Statement

to Internship and Career Services (Attention Student Employment Coordinator) no later than **February 17th, 2019** to be entered in the national running for Student Employee of the Year.

Students will be judged on the following criteria:

1. Reliability
2. Quality of Work
3. Initiative
4. Professionalism
5. Uniqueness of Contribution

2. Nominees are required to submit a letter describing their main takeaways, skills gained, and overall impact of their employment experience. All nomination materials should be received as ONE packet.

3. The Student Employment Coordinator will organize a committee (including Faculty, Staff, and Students) to review the nominations and select recipients of Student Employment Awards.

4. Nominees and winners for Student Employee of the Year, Outstanding New Student Employee of the Year, and the Student Employee Leadership Award will be recognized at an Award Reception during National Student Employee Appreciation Week.

5. The Award Reception will also recognize the achievements and contributions of all Butler University Student Employees.

*Nomination letters should be on departmental letterhead. Please include all nomination materials as one packet.*