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 & STUDENT EMPLOYEE LETTER— Only ONE letter per nominee will be accepted

A. Student Employee of the Year

• Supervisor Letter: 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.

• Student Employee Letter: “Student Employee of the Year” nominee must also submit a ONE-page letter describing their accomplishments 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 Letter: 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.

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

C. Student Employee Leadership Award

• Supervisor Letter: 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.

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

This form and the 2 letters are due via email/paper mail/in person by February 14th 2020
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