

# CBCS Student Employee of the Year Nomination Form

**Deadline for submissions:** February 26, 2021 and awards will be announced the week of March 22-26, 2021.

Thank you for taking the time to nominate a student for the CBCS Student Employee of the Year Award. The CBCS Student Employee Week Planning Committee will select **TWO** recipients of the award - **one FWSP or student assistant AND one graduate assistant.**

Supervisors may nominate student employees whom they feel warrant particular recognition for their performance on the job.

Nominations will be judged on the following characteristics: reliability, quality of work, initiative, professionalism, and the uniqueness of the student's contribution to the employer.

In order to be eligible for consideration, student employees must have worked a minimum of six months part-time (or three months full-time), during the selection period of this year which is June 2019 – May 2020. Nominees are not restricted to students employed through the Federal Work Study program. All student employees in the USF system, both undergraduate and graduate students, are eligible for consideration.

For your nomination to be considered, please complete the nomination form in its entirety. To strengthen your nomination, you may also include an optional letter of support on the individual's behalf but it must be limited to two pages. All nomination forms and letters of support must be sent to [wendys1@usf.edu](mailto:wendys1@usf.edu)

The information you provide may be shared with the public through press releases and other promotional opportunities.

## Nominee Information

<b>Nominee's Name:</b>							
<b>Nominee's Job Title and Brief Job Description:</b>							
<b>Job Code (please choose):</b>	9181	9182	9183	9184	9185	9190	9550
<b>Nominator's Name:</b>							
<b>Nominator's Title</b>							
<b>Nominator's Department</b>							
<b>Nominator's E-mail Address</b>							

## Reliability

This award recognizes a student that demonstrates exceptional dependability, a high-level of commitment, and can be relied on for producing consistent work that supports the initiatives and projects of the department. Supervisor can confidently assign any task to student, recognizing their ability to complete assigned tasks and execute these assignments with sound decision making skills. Overall, this student has made themselves a reliable member of the team through exceeding supervisor's expectations, their willing to accept additional tasks, and attentiveness to detail in their work.

The student for this award will demonstrate...

- An understanding of departmental and supervisor expectations
- Ability to arrive to work on time as planned and communicate with supervisor appropriately regarding the schedule
- Sound decision making skills to determine appropriate steps to complete tasks of high quality

Does the student demonstrate reliability as defined above?  Always

In the space below, please provide an example of how the nominee has demonstrated reliability in the workplace:

## **Quality of Work**

This award recognizes a student that demonstrates a general competency of high quality work. The student always goes the extra mile, completing their assigned tasks at the highest capacity and caliber. Student has consistently managed their time well and feedback given, was taken in to account. This student has impressed their supervisor and department with their high level of motivation and dedication to their duties and responsibilities.

The student for this award demonstrates...

A balanced and consistent level of high quality work in their role

- Growth as an employee and ability to recognize mistakes and mediate them
- Ability to manage time wisely
- Consistent effort of going above and beyond the standard work expectation

Does the student demonstrate quality of work as defined above?  Always

In the space below, please provide an example of how the nominee has demonstrated quality of work in the workplace:

## **Initiative**

This award recognizes a student who demonstrates initiative in all aspects of their role. The student has a willingness to get things done and take responsibility. They possess a drive and passion for one's work, utilizing self-management skills to conduct additional research to solve problems and also to recognize when to seek assistance. Student is an exemplary employee, displaying qualities that have improved the practices and missions of the department. Student consistently completes future tasks without being asked and goes out of their way to continually learn and grow, as a young professional.

The student for this award will demonstrate...

- Willingness to attend trainings and improve their skillsets/performance
- Ability to generate new ideas and solve problems
- A drive to seek additional work when tasks are complete
- Willingness to assist with tasks aimed at improving practices
- A specific leadership style and source of motivation

Does the student demonstrate initiative as defined above?  Always

In the space below, please provide an example of how the nominee has demonstrated initiative in the workplace:

## **Professionalism**

This award recognizes a student that has demonstrated an impeccable sense of professionalism in the workplace. They exhibit a general knowledge of their responsibilities and effectively completing them, having a high quality level of communication, both written and spoken, to supervisor and department colleagues. Student exudes confidence in their role, as well as being polite, well-spoken when speaking to students, staff, and constituents of the university alike. Student is very well organized, takes accountability for their actions, and represents the department both in appearance and demeanor.

The student for this award will demonstrate...

- Strong ability to represent the department and/or present its projects and initiatives in an external forum
- Excellent work performance throughout academic semester(s)
- Ability to plan ahead for academic-related schedule changes and understand how to appropriately manage competing responsibilities
- Professional communication skills; navigating most appropriate means of communication to discuss issues that arise on the job, including status of job-related tasks, clarification about policies and procedures, situations with customers/client

Does the student demonstrate professionalism as defined above?  Always

In the space below, please provide an example of how the nominee has demonstrated professionalism in the workplace:

## **Optional Supplemental Information**

You may provide additional information on this nomination form, or attach a document in the form of a letter (2 page limit). In your letter, please describe the accomplishments of the nominee which you feel qualify him/her to be considered for the CBCS Student Employee of the Year Award.

## **Thank You**

Thank you for taking the time to nominate a student for the CBCS Student Employee of the Year Award. The CBCS Student Employee Week Planning Committee will select the recipients of the award no later than March 27, 2019, and notify you if your student has been selected.

The recipients will be recognized during Student Employee Appreciation Week, which will be held **March 31 - April 3, 2020**.