

# Student Employee of the Year Nomination Form

The Student Employee of the Year (SEOTY) program aims to recognize students who go above and beyond in their role. A student's exceptional effort could be demonstrated through a variety of contributions including communication, teamwork, critical thinking, and leadership.

## LSU SEOTY Nomination Process and Eligibility:

- Students can be nominated in the following categories:
  - Purple Award – Excels in areas like Innovation, Creativity, Research, Unique Contribution
  - Gold Award – Excels in areas like Leadership, Professionalism, Quality, Initiative
- 1 student award winner from each category will receive a \$500 scholarship.
- Units can have one nomination per category (1 for Purple and 1 for Gold).
  - You can nominate one student for both categories (Purple and Gold).
- **OR**
  - You can nominate one student for the Purple Award and another student for the Gold Award.
- To qualify for the 2024 Student Employee of the Year award, students must have worked during the period of June 2023 – May 2024 (anticipated).
- Graduate Assistants and Teaching Assistants are ineligible for Student Employee of the Year. Graduate students working in an hourly position are eligible to be nominated.
- The information you provide may be shared with the public at the SEOTY Reception, through press releases, and other promotional opportunities.

## Timeline:

<b>March 8, 2024</b>	<ul style="list-style-type: none"><li>• Deadline to submit nominations</li></ul>
<b>April 9, 2024</b>	<ul style="list-style-type: none"><li>• Student Employee of the Year Reception</li></ul>
<b>April 8 – 12, 2024</b>	<ul style="list-style-type: none"><li>• Student Employee Appreciation Week</li></ul>

## Instructions:

- All nominations will fill out Part A
- If nominating a student for the Purple Award – Fill out Part A and Part B
- If nominating a student for the Gold Award – Fill out Part A and Part C
- If nominating a student for both awards – Fill out Part A, Part B, and Part C

## Nomination Forms Due: **Friday, March 8, 2024**

- Nominators should complete the nomination form and submit it to [stuemployment@lsu.edu](mailto:stuemployment@lsu.edu) by Friday, March 8, 2024.

## Tips:

- Tell a story and give examples.
- Be mindful of any word limitations.
- Pay attention to the criteria and the question being asked.
- Give outcomes or results.
- How the nominee has gone above and beyond the standard work expectations.
- The qualities of the nominee that set them apart from other student employees.



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**Part A – All nominations must fill out.**

Student's Name:

Student ID#(89#):

Student Email Address:

Nominator's Name:

Nominator's Department:

Nominator's Phone:

Nominator's Email:

**This student is being nominated for:**

Purple Award – Excels in areas like Innovation, Creativity, Research, Unique Contribution

Gold Award – Excels in areas like Leadership, Professionalism, Quality, Initiative

Both Purple Award and Gold Award

**Please answer the following questions in 300 words or less:**

1. Please provide a brief overview of the student employee's job and job duties.



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## Part A – All nominations must fill out.

2. Communication & Teamwork – Please demonstrate the student’s ability and application of the following:
  - Clearly and effectively exchange information, ideas, and facts with people inside and outside of the department.
  - Build and maintain collaborative relationships to work effectively toward common goals, while appreciating diverse viewpoints and shared responsibilities.
  - Ask appropriate questions for specific information from supervisors, specialists, and others.
  - Engage in active listening, managing conflict, and cooperation.
  
3. Career & Self-Development – Please demonstrate the student’s ability and application of the following:
  - Proactively develop oneself and one’s career through continual personal and professional learning.
  - Show an awareness of own strengths and areas for development.
  - Identify areas for continual growth while pursuing and applying feedback.
  - Display curiosity by seeking out opportunities to learn and embracing development opportunities.



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## Part B – Nominations for the Purple Award

4. Innovation, Creativity, Research – Please demonstrate the student’s ability and application of the following:
- Makes unique contributions to the office/department that significantly changed or impacted processes, procedures, or operations.
  - Demonstrates originality or inventiveness to improve or solve problems.
  - Develops useful ideas that are new, better, or unique.
5. Critical Thinking – Please demonstrate the student’s ability and application of the following:
- Makes decisions and solves problems using sound, inclusive reasoning, and judgment.
  - Gathers and analyzes information from a diverse set of sources and individuals to fully understand a problem.
  - Obtain, interpret, and use knowledge, facts, and data to inform decisions.



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## Part C – Nominations for the Gold Award

4. Professionalism & Quality – Please demonstrate the student’s ability and application of the following:
  - Understand and demonstrate effective work habits, and act in the interest of the larger community and workplace.
  - Show a high level of dedication toward doing a good job.
  - Demonstrate dependability, attention to detail, and preparedness.
  - Act equitably with integrity and accountability to self, others, and the organization.
  
5. Leadership & Initiative – Please demonstrate the student’s ability and application of the following:
  - Recognize and capitalize on personal and team strengths to achieve organizational goals.
  - Motivate and inspire others by encouraging them and by building mutual trust and a shared vision.
  - High sense of responsibility for self and the job
  - Takes initiative in seeking out and completing tasks, improving knowledge, or job skills.

