2022 Student Employee of the Year Nomination Process

The Student Employee of the Year (SEOTY) process begins with supervisors nominating outstanding student employees at the institutional level. Nominations then move on to the state and regional level and ultimately are moved to the national level. Four students from each region will be recognized at the national level.

_Students can be nominated by Auburn University departments, colleges or offices as well as local area businesses and private duty employers._

**Eligibility**

- Current students in good standing.
- Students enrolled during Spring 2022 semester.
- Student employees must have worked a minimum of 6 months part-time (or three months full-time), during the selection period which is from June 2021 prior year through May 2022 (anticipated).
- Graduate Assistants and Teaching Assistants are **NOT eligible**.

**Submitting Your Nomination**

All submissions must contain the following two documents to be considered a complete nomination:

1. Supervisors will nominate students by submitting a letter (**2 page maximum**) with the following requirements:
   a. Briefly describe why you are submitting this student for recognition.
   b. Briefly outline your student employee’s accomplishments over this past year and/or how they have contributed to the workplace.
   c. How does this student exhibit NACE competencies in their position? Please provide specific examples. (See attached Career Readiness guide)
   d. Closing statement.

2. Supervisors will submit a cover page with the following information:
   a. Student Name
   b. Student Email Address
   c. Supervisor Name
   d. Supervisor Email
   e. Student Job Title
   f. Department where student position is held

**Nominations will be accepted from January 3rd to February 3rd.**

**Nomination Criteria**

To nominate a student, each supervisor will be required to write a nomination letter. Nomination letters should be submitted online accompanied by a cover page.

Nominations will be judged on the 8 NACE Core Competencies:

<table>
<thead>
<tr>
<th>Critical Thinking/Problem Solving</th>
<th>Leadership</th>
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</thead>
<tbody>
<tr>
<td>Oral/Written Communications</td>
<td>Professionalism/Work Ethic</td>
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<tr>
<td>Teamwork/Collaboration</td>
<td>Career Management</td>
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<tr>
<td>Digital Technology</td>
<td>Global/Intercultural Fluency</td>
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Nomination Guidelines

- Nominations are limited to one submission per nominator. The nominator must directly supervise the student employee.
- Nominations should not exceed 2 pages in length.
- Only one nomination letter per nominee will be accepted and submitted to the Judging Committee.
- The Judging Committee can only select finalists based on the information provided.
- Please try to provide examples and evidence that specifically demonstrate the qualities on which students are evaluated.

The Nomination Process

Once the institutional nomination processes have been completed. The following steps will occur:

1) Institutions will submit top student employee to Regional Coordinators
2) Regional Coordinators will submit their top four nominations to the national coordinator
3) The National SEOTY committee will receive nominations from institutions who are not regional members.
4) 16 students (4 from each region) will be highlighted in a flipbook and receive a monetary award

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

Student Name: ________________________________

Student Email Address: ____________________________

Supervisor Name: _______________________________

Supervisor Email: _______________________________

Student Job Title: ________________________________

Department where student position is held:

________________________________________________________________________