

TIPS FOR COMPLETING THE STUDENT EMPLOYEE OF THE YEAR NOMINATION FORM

Student Employment of the Year (SEOTY) Tip Sheet

Below we will walk you through how to complete the SEOTY form. We recommend that you complete certain parts in Microsoft Word and then copy and paste into electronic form.

Section 1:

Person Nominating Student Employee

In this section, the supervisor will provide their information).

Student Employee Information

In this section, the supervisor will provide their information).

Job Description Summary (500 characters) ([Please Click Here for Examples of Job Descriptions](#))

In this section, the supervisor will provide their information

We recommend that you complete this section in Microsoft Word first. Then copy/paste on to form. Please list student job duties and responsibility that define his/her role. This can include: general tasks, functions, responsibilities, qualifications, skills and knowledge. Here is an example:

Section 2:

Sample Statements

In the space provided below, please provide example of the nominee's reliability, quality of work, initiative, professionalism and uniqueness of contribution. **(1200 character limit for each category) (200 words limit for each category)** ([Please Click Here for Examples of Student's Statements](#))

Section 3:

Nomination Letter

In this section, supervisor can write a summary about student's accomplishments, greatest moments on job, grades, awards, etc. This is an opportunity to brag about your student employee. **(5000 character limit) (1,100 words limit)** ([Please Click Here for an example of Nomination Letter](#))