GRAND RAPIDS COMMUNITY COLLEGE

STUDENT EMPLOYEE OF THE YEAR GUIDELINES

Eligible Terms of Employment
Students must have been employed for a minimum of 3 months full-time or 6 months part-time between July 1, 2013 and June 30, 2014 (anticipated).

Selection Criteria
Students will be evaluated on the following qualities, which should be broke out into individual sections. **Letter may not be longer than 2 pages.**

1. Reliability
2. Quality of Work
3. Initiative
4. Professionalism
5. Uniqueness of Contribution *(In case of a tie, uniqueness of contribution should be the deciding factor)*
6. Additional information which you feel qualifies her/him to be considered for the award of Student Employee of the Year *(section 6 is not to exceed 2 pages).*

*Please submit only one nomination per student employee as this is all that can be considered.*

Selection Process
A team comprised of Grand Rapids Community College staff members will evaluate the nomination letters mainly on the 5 qualities of reliability, quality of work, initiative, professionalism, and uniqueness of contribution.

Please note that although department members may collaborate, but multiple authors or signatures of support does not strengthen nomination letter. Additional materials such as a second letter of recommendation, performance evaluations, etc. will not be accepted.

Submit selection by Friday, February 14, 2014 to:

Chris Allen
FAX: 234-4173
Student Employment Services
TEL: 234-3738
Room 103 Main
E-mail: callen@grcc.edu

Awards
The first place winner will receive a check for $250 and a plaque.
The second place winner will receive a check for $150 and a certificate.
The third place winner will receive a check for $75 and a certificate.
All nominees will receive a certificate.
GRAND RAPIDS COMMUNITY COLLEGE
STUDENT EMPLOYEE OF THE YEAR - 2014

NOMINATION FORM
(Please type or print)

PART A

Department:______________________________________________________________

Student Name:_________________________________ Student ID____________________

Permanent Address:________________________________________________________________

________________________________________

________________________________________

________________________________________

Local Address

Phone:_________________________________ Phone:___________________________

Nominee’s Job Title:__________________________________________________________

Brief Job Description:________________________________________________________

________________________________________________________________________

How long has the nominee been employed in this position?_______________________

PART B

Please attach a Nomination Letter with separate sections describing the nominee’s contributions using the following qualities: 1) Reliability 2) Quality of work 3) Initiative 4) Professionalism 5) Uniqueness of contribution 6) Additional information which you feel qualifies her/him to be considered for the award of Student Employee of the Year (letter is not to exceed 2 pages). Where possible, include specific examples that demonstrate each particular quality. Make the Nomination Letter as comprehensive as possible to give your nominee the best chance to win this award! Please note that multiple letters, signatures of support, etc. will not be accepted (see guidelines for more info).

Name of Nominator:_____________________________________________________________

Department:_________________________________ Phone:___________________________

Nominator’s Signature:_________________________ Date:_________________________

DEADLINE: Friday, February 14, 2014

PLEASE RETURN TO: Christopher Allen, Student Employment Services ROOM 103 MAIN