Student Employee of the Year
Nomination Example

*Note that only 5 of the 8 characteristics are provided in this example*

Nominee’s Name
John Jones

Nominee’s Job Title and Brief Job Description
(100 Word Limit)

John serves as the Human Resources Intern, which works with our Employer Relations Consultant to support the training and development of supervisors on campus. His work includes developing training materials through a variety of instructional methods, writing and managing job descriptions and postings, developing employee relations and recruiting guides, assisting with employer outreach, providing job-posting assistance, helping manage the Jaguar Series Supervisor Training Canvas page, giving a student perspective for supervisors, maintaining training registrations/website content, and completing various special projects.

Communication – Nominator may provide examples for how the nominee:
- Communicates efficiently verbally and non-verbally
- Exhibits excellent public speaking skills
- Contributes to the department by writing and editing documents clearly
- Or other examples that apply
(350 Word Limit)

A large portion of this role involves communication with on and off campus employers and supervisors for events, trainings, and office resources. One of the first major tasks that John took on in this position was managing the registration process for our office’s largest event, the Part-Time Job Fair. John would email and call employers to notify them of their registration status, event details, and answer any questions that came up all in a professional manner. John’s emails and communications were detailed and timely as to provide great service to those interacting with our office from both on and off campus offices. Additionally, John assisted in multiple supervisor trainings providing a student perspective for supervisors on topics ranging from SMART goal setting, motivation in the workplace, and student employee appreciation. Eventually, John was leading 30-minute class segments serving as an expert for each audience, students and supervisors. Seeing each presentation, I saw John had worked to become more comfortable, confident, and polished for the office, himself, and attendees.

Digital Technology – Nominator may provide examples for how the nominee:
- Utilizes technology to solve workplace issues
- Adapts to workplace technologies easily
- Identifies appropriate hardware and software to accomplish goals
- Or other examples that apply
(350 Word Limit)

Our workplace uses a variety of technologies every day. Specifically, the Human Resources Intern works closely with the Simplicity database, Basecamp, Canvas, Excel, and Canva. This can be a lot to learn and take it in but John was always using his extra time to familiarize himself with these mediums at the beginning of his position. I was very impressed at the speed in which John became familiar with the specialty features in Excel. A goal of John’s that was even
expressed in his interview was to increase his knowledge with Microsoft office, specifically Excel. He even expressed that he was not knowledgeable of the formulas and codes within the system, yet a month or two into the position John was utilizing a hefty pre-existing formatted spreadsheet with a variety of formulas to monitor the Part-Time Job Fair registrations. I was personally proud of the way in which John even recognized his own accomplishment in effectively and efficiently learning the formulas to reach a personal goal. Lastly, Symplicity is a large and complicated database to utilize when first learning its features. We use this system to monitor and manage all part-time and on-campus job postings for IUPUI students. When being trained on this database I could sense the nervous demeanor John had as it is a lot of information to take in. However, John learned to embrace this system and I saw him slowly become more comfortable with Symplicity over time. A key factor in his success was asking questions when he needed assistance. Knowing this was a large portion of the job duties, John stepped up despite being new to the system and ever since has been such a big help to his supervisor in managing the job postings for IUPUI students.

Professionalism/Work Ethic – Nominator may provide examples for how the nominee:
- Manages their workload efficiently
- Displays a professional image through both their actions and appearance
- Acts with integrity and honesty to serve the community as a whole
- Or other examples that apply

One of the technologies our office utilizes that was mentioned previously is Basecamp. This is a project management site that allows teams to be on the same page and monitor tasks. By using this system, I was able to directly witness the efficiency in John’ work. After we would meet to discuss upcoming projects and deadlines, either myself or John would then go into Basecamp and add the tasks to his to do list. This allows him to accomplish his own tasks while ensuring all projects are completed well and on time, something I witnessed since I was notified when a project was completed. In addition, John will leave the impact of spreading the positive message of our office to students, staff, campus constituents, and community members. Through his individual pursuit of the partners for our National Student Employee Appreciation Week discount cards, he has developed a positive image of our office for local businesses. Through his interactions with supervisors, he has developed an awareness of quality job postings and hiring processes. Through his conversations with students in and out of our office, he has increased the number of people who understand the value of student employment. All of these services John did with a level of professionalism and reliability as that of a full-time professional. I have never had to worry about him working with other professionals, serving on committees, and even traveling across the campus for various projects. He takes his role as a student employee very seriously and it shows in his work.

Career Management - Nominator may provide examples for how the nominee:
- Self-advocates for opportunities in the workplace
- Articulates the skills and knowledge they acquire throughout work
- Sees the bigger picture of how their work ties into future aspirations
- Or other examples that apply

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Being a Human Resources major himself, John was able to identify and articulate the skills he acquired throughout this role. This was mainly accomplished through one-on-one meetings with his supervisor and self-reflection. Through a reflection activity for a supervisor training, John was able to identify skills that job seekers and HR professionals look for in human resources related positions. He was happy to see that communication with supervisors and peers through phone, written, and in person mediums was an ability and activity sought out for these positions as he has had much experience in these areas. John then advocated for himself to learn more about regulations, policies, and procedures related to hiring at the IUPUI specific level as well as other national regulations. Also, John noticed that recruitment, selection, and training was a top piece of knowledge in his desired profession. He took the initiative to offer help in the recruitment and interviewing of our next Human Resources Intern as well as offering to assist in their training as necessary and applicable. This was a grand gesture that was appreciated by the entire office as it was a great idea to allow John to expand his learning as well as take some of the training workload off of other professional staff. John wanting to take this opportunity was a big step for his professional development.

Teamwork - Nominator may provide examples for how the nominee:
- Builds relationships and rapport with others in the workplace
- Negotiates and manages conflict smoothly and effectively
- Impactfully works with others to achieve a common goal
- Or other examples that apply

(350 Word Limit)

One unique aspect of John in the workplace that I have noticed is his ability to develop a community of belonging for the other student staff. He is always smiling and invested in learning about the student employees he works with. John even initiated a conversation during a meeting with his supervisor to express his interests in learning about what each of the other student staff do for our office. Additionally, John would even work extra hours on occasion when our office was hosting an event in which we needed more assistance, especially to offer a student perspective. This exemplified John’s willingness to be a team player. Finally, John would happily attend any special gathering and events our office would have for professional and student staff. He showed up willing to participate and have a good time with his colleagues. To me and our team, this is an important aspect of being a great employee – being able to work hard and have fun.