



STUDENT EMPLOYEE OF THE YEAR NOMINATION GUIDELINES

- Nomination form can be found at:
<http://www.tamuc.edu/CampusLife/studentEmployment/studentemployeeoftheyear.aspx>
- Must be a Texas A&M University-Commerce student currently working in a Student Employee capacity.
- May be undergraduate or graduate assistant.
- Must have been employed a minimum of 1 full semester.
- Must have a 2.5 overall GPA if undergrad, or if graduate assistant must have a 3.0 overall GPA.
- **Submission deadline is:** April 17, 2019 by 5:00 PM.

Please keep the following guidelines in mind:

- Must be nominated by faculty or staff member.
- You may attach two additional support documents that are each no more than 1 page in length.
- University staff and faculty members will score the written nominations. The student employees selected will be announced during the Student Employee of the Year award ceremony and reception held on April 29th, 2019.
- The Top 10 graduate and undergraduate qualified nominees and their nominator will be invited to attend the ceremony.

Tips for nominating your student employee

1. It is best to gather all letters of support and additional documentation before completing the nomination form. Please note that you may only attach two additional support documents that are each no more than 1 page in length. If you must upload documents after the form is submitted, please save the confirmation email, as it has specific instructions on how to do this.
2. Nominations will be reviewed for minimum eligibility requirements. Only students meeting the minimum eligibility requirements will be reviewed. The most common reason a student does not meet the minimum requirements is that their GPA during semesters worked is below the requirement. The Student Employee of the Year should be maintaining academic performance while working.
3. Reviewers will be reading for specific examples of how this student demonstrates the following: Reliability, Quality of Work, Initiative, Professionalism, and Uniqueness of Contribution/Departmental Impact. Avoid only using general statements.
4. If you are part of a large supervisory organization, be as specific as possible as to what department you are in to help us track nominations per office.
5. The nominators of the students selected as Student Employees of the Year will be notified well in advance to the awards ceremony to ensure they will attend.

Should you require additional information, please contact Christina Clark at **(903)886-5852**.