Writing Award-Winning Nominations

Get Your Student Employee the Recognition They Deserve
How Do You Describe An Aggie?
The Nominees Are ...
Nominee Criteria

• Must be a Texas A&M University - College Station student currently working in a Student Employee capacity.

• Working an average of 12 - 25 hours per week with their main focus being school.

• May be undergraduate or graduate but not a Graduate Assistant nor Teaching Assistant.

• Must have been employed a minimum of six months.

• Must be enrolled at least half time (Six hours undergraduate, five hours graduate) at Texas A&M - College Station.

• Must be maintaining a 3.0 GPR or above during the semesters that the student is employed (to be calculated by Student Employment Office).
Supervisor will go to jobsforaggies.tamu.edu and click on “National Student Employment Week” Tab
Click on “Student Employee of the Year Nominations”
The nomination form link will be available January 4.
Are You Ready?
This message will pop up, and after the nominator clicks “OK” they will be directed to the nomination form.

You will NOT be allowed to Save or Save for later!
Are You REALLY Ready?

Just to recap: You cannot save and once submitted you cannot make changes
The Nomination Form
Yea for Workday!

2,500 characters equals about 400 words.
**DIGITAL TECHNOLOGY** [Limit 2500 characters]

Nominator may provide examples for how the nominee:
- Utilizes technology to solve office issues
- Adapts to office technologies easily
- Identifies appropriate hardware and software to accomplish goals

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**PROBLEM SOLVING** [Limit 2500 characters]

Nominator may provide examples for how the nominee:
- Thinks originally and creatively to come up with solutions
- Gathers and interprets data to come to decisions
- Is able to analyze and interpret situations logically

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**PROFESSIONALISM/WORK ETHIC** [Limit 2500 characters]

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
### INTERCULTURAL FLUENCY* [Limit 2500 characters]

Nominator may provide examples for how the nominee:
- Interacts with all people in a respectful and understanding fashion
- Makes an effort to create an environment of inclusivity
- Seeks to increase their understanding and knowledge of other people

No of characters used [ ] (2500 max)

### CAREER MANAGEMENT* [Limit 2500 characters]

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 their future aspirations

No of characters used [ ] (2500 max)

### LEADERSHIP* [Limit 2500 characters]

Nominator may provide examples for how the nominee:
- Delegates work fairly to others in the workplace
- Understands how each team member brings individual strengths and skills to the table
- Prioritizes and organizes their workload within the team
**TEAMWORK** [Limit 2500 characters]

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

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**Did you attend the Writing a Nomination Workshop?**

- [ ]

**Where did you hear about the Student Employee of the Year Award?**

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Please note that you will not be able to return to this nomination form after you select "Submit Request" so please verify all the information on this form is correct. On the next screen, you will have an opportunity to attach support letters to this nomination form. Support letters can also be submitted until the nomination deadline using the web link that you will receive via email after you submit this nomination form.
Avoid the Error Messages
Errors display if the student does not meet the criteria, and the nomination form **will not be** submitted at the end.

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**Minimum Criteria**

- **Does this student work between 12 and 25 hours per week on average?**
  - Yes
  - No
  - (If unknown) Unfortunately, this student does not meet the minimum criteria to be considered for Student Employee of the Year.

- **As of 2/9/2020, will this student have worked for this department/company for at least 6 months?**
  - Yes
  - No
  - (If unknown) Unfortunately, this student does not meet the minimum criteria to be considered for Student Employee of the Year.

- **Is this student currently employed by your organization?**
  - Yes
  - No
  - (If unknown) Unfortunately, this student does not meet the minimum criteria to be considered for Student Employee of the Year.

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**Nominee/Student Employee Information**

<table>
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<tr>
<th>Field</th>
<th>Value</th>
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<tr>
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<td>Middle Name:</td>
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<tr>
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Let’s Review
Nomination Guidelines

• Must be nominated by supervisor or staff member.

• Each office may only nominate one student for every 100 student employees in the office (Please use your office’s official title including department and area).

• Each student may only be nominated once for each position they hold. All subsequent forms from the same hiring department will not be reviewed. You may attach two additional support documents that are each no more than two pages in length. These additional documents may be uploaded until the nomination period closes.

• University staff and community employers will score the written nominations. The student employees selected will be announced during the Student Employee of the Year award ceremony and reception held in April.

• Qualified nominees, two guests of their choice, as well as the nominator are invited to attend the ceremony for a total of four attendees per nomination.

• Qualified nominees will be requested to submit a 5X7 portrait photo to be featured at the ceremony.
Let’s Write
Remember

Avoid only using general statements when writing the nomination, as reviewers will be reading for specific examples of how this student demonstrates the following:

- Communication
- Digital Technology
- Problem Solving
- Professionalism/Work Ethic
- Intercultural Fluency
- Career Management
- Leadership
- Teamwork
Spotlight Your Employee’s Strengths

In our office, we use a quite complicated Database system called Conference Programmer. We are the only department within Texas A&M to use this database, as because of it’s limited usage, we have very little information on it outside of our Informational system. After finding that training was quite challenging for new employees, and that the time to become comfortable using the system was often longer than we would want, [Redacted] decided to create a training manual. On her own, [Redacted] wrote an extensive, all inclusive training manual that is nearly 100 pages long. This manual is the only manual of it’s kind for this database that can be found anywhere. In fact, [Redacted] did such a remarkable job on this manual, that the Technology Group which services this product has asked for a copy of it to help other clients implement the database as well as we have. [Redacted]’s writing, hard work, and dedication has not only set our office to do better work, but it has set us apart from any other company using this product.

- Give real-life examples.
- Share as many details and descriptions as possible.
- Paint a picture for the judging committee.
When Asking for Support Letters

One example that comes to mind from this past semester involved assisting me with data for our annual summer conference and camps report. This report is seen by senior leadership within Residence Life all the way up to the Vice President of Student Affairs. She is very competent with Excel and was able to guide me and her colleagues through creating several complex graphs, data management processes, editing and formatting my report. This is only one example of her willingness to take on difficult tasks, but she does so on a daily basis.

Another special characteristic about [Redacted] in the workplace is her customer service and attentiveness to others. She is extremely polite and respectful when speaking to parents, students, faculty, and or staff on the phone; despite any issues the caller may have, [Redacted] remains calm and reassuring.

- Be specific about the 2-page length limit.
- Provide the eight judging categories and a deadline.
- Be polite, but follow up.
Ask for Help
Give others the opportunity to contribute.

- Reach out to co-workers and customers about the nominee and seek input.
- Make your request by email so that you can reference the information.
- Incorporate information into the nomination.

Hint: Eliminate THAT in your writing to save valuable character space.
Gather support.

- Request support letters early. (Like TODAY. No, seriously. Write down who you’re going to contact. Send emails today.)
- Only two support letters are permitted.
- Each support letter cannot exceed two pages.
Extra eyyes are helpful.

- Writing out your responses before pasting into the nomination form allows you time to reflect and make changes.
- Your brain reads what it thinks should be written so a proofreading friend can save you from embarrassing errors.
- Use technology. You have a thesaurus at your (right-click) fingertips.
Pro Tips
Good Advice

• Gather all letters of support and additional documentation before completing the nomination form.
• Remember two and two – only attach two additional support documents that are each no more than two pages in length.
• Support materials may be uploaded after the nomination, but you will need instructions found in the confirmation email.
• Only students meeting the minimum eligibility requirements will be reviewed and recognized at the April awards ceremony. The most common reason a student does not meet the minimum requirements is that their GPR during semesters worked is below a 3.0 (although their overall GPR may be at or above a 3.0). The Student Employee of the Year should be maintaining academic performance while working.
• Please limit nominations to one per office. If you are part of a large department, be as specific as possible as to what area you are in to help us track nominations per office.
Remember the Aggie Rule
Aggies Do Not Lie, Cheat or Steal

• Be honest on the nomination, and don’t stretch the truth about your nominee.
• “Fib” to your calendar and “borrow” some time by moving the deadline up a week.

Nominations close February 2, 2020
Good Luck!

May the most innovative, hard-working, courteous, punctual, deadline-meeting, loyal, respectful, integrity-driven, excellence-seeking, selfless Aggie earn the honor of Student Employee of the Year.
jobsforaggies.tamu.edu