

# NEASEA

## PART 1 Student Employment Week

### **I: Planning & Budgeting**

Part 1 – the Student Employee Week portion of this handbook is designed to help you plan ways to honor the many student employees who provide immeasurable contributions to your college or university. Section I provides a basic introduction and ideas for planning programs on your campus based on your level of participation. Section II provides information on how to garner support and advertise your Student Employment Week programs. Section III provides sample activities and events, correspondence, announcements, and ideas, which you may modify for your own campus needs.

Start by choosing a level of activity appropriate for your participation in Student Employment Week. The choice should be made to best suit your time as well as your budget. Those who have limited time and money or who have never celebrated Student Employment Week may choose I-1. For those of you who have previously celebrated and would like to expand your activities, I-2 offers creative and inexpensive ideas.

Developing your Program.....I-1

Expanding your Program.....I-2

- Student Employee of the Year
- Open House

## **Developing your Program**

Student Employment Week is celebrated each year during the second full week of April. It is an opportunity for student employment administrators and employers to acknowledge the efforts of all the students who work both on and off campus. The week is celebrated nationally through individual events organized on campuses throughout the country. Many institutions also incorporate their campus Student Employee of the Year selection process into the celebration activities. (See Part 2)

The first year of implementation typically requires the most input and effort. Many of the letters and announcements you will need to have already been drafted for you. If everything goes well you can run the same program each year with minor modifications. Once you have a timetable and framework of an effective program you will be able to expend fewer resources on planning and will have more time to enhance your program.

- The first step in establishing an effective program is to meet with your Supervisor, Dean or Director to determine what level of institutional support you can expect.
- Next define your budget. Other decisions will be strongly influenced by what your budget allows.
  - Join with other offices on campus. Ask for financial support.
- Conduct internal and external research.
  - What has/has not been done in the past at your institution.
  - Talk to colleagues both at your institution and outside of your institution.
  - Review other university and college web sites for ideas
    - visit the NEASEA web site links page for members
- Now you can determine what types of activities you can plan and whether you will have a week of activities or just one “Student Employment Appreciation Day” during the week. Whichever you select, make it a tradition during the second full week in April.
- Pick a theme and develop a solid marketing plan.
- Most importantly, generate enthusiasm by encouraging employers/departments to plan ahead and decide how they want to help celebrate Student Employment Week.

Just start with something...no matter how small as a tribute to student employees. It's a great opportunity to celebrate and say thank you. An array of ideas and examples follow in Section III.

## **Expanding your Program**

Once you have a Student Employment Week program in place, you may want to enhance it and make it more visible across campus and in the community. There are many ways that you can accomplish this and some ideas are outlined in this section.

It has been said that the best things in life are free. When it comes to celebrating Student Employment Week, the best things may not be free, but they can probably be donated. Many companies, small business owners and offices are more than willing to help sponsor campus events. Don't be afraid to solicit those companies and departments you frequently use your services. Your athletics office, campus bookstore, dining services, area restaurants, and other campus recruiters may all be able to contribute something to your events. In turn, you can offer them free publicity for their generosity (e.g. recognition in newsletters, school newspapers, fliers, advertisements, etc.)

There are a number of activities/events that can be sponsored by your office. Following are a few examples from other Student Employment Offices:

- Establish a Student Employee of the Year program on your campus. The Student Employee of the Year program offers employers the opportunity to acknowledge outstanding student employees for valuable contributions to their office or department. Part 2 of this handbook is devoted to explaining the Student Employee of the Year program.
- Have an open house. The Offices of Student Employment, Financial Aid, and Career Services could hold a joint event or you can hold one on your own. Invite employers and students to visit your office, meet the staff, and explore the various services that you offer. Offer refreshments. For those institutions with an independent food service, go ahead and request donations.
- Hold a drawing. Invite students to visit your office and register to win a prize. Depending on your ability to solicit donations, drawings can range from a single door prize to daily events. Whatever you do, keep it simple, manageable, and fun.
- Hold a contest for the best and/or most creative idea submitted on how an employer celebrates Student Employment Week. Have students describe what their office did to show their appreciation for their student staff members and reward the most creative office.
- Give away ice cream, cake, candy, whatever your budget will allow. Food items are often donated by local vendors. If items are not donated, they can usually be purchased at a significant discount if buying in large quantities.

- Conduct workshops for students. Topics could include: how to transfer the skills they have learned as a student employee to a full-time job; how to write a resume; interviewing skills; and networking.
- Conduct workshops for employers as well. Topics could include: how to supervise student employees; training the trainer; customer service; ADA; and diversity issues. Again, utilize campus talent and resources.
- Host a summer job fair. April is a good time for recruiters seeking part-time and summer employees and interns. Worried about the cost: Look into co-sponsoring a job fair with another department. Also, many companies are accustomed to paying a fee to recruit at a job fair.

Likewise, you can encourage the departments/organizations on your campus that employ student workers to sponsor activities within their unit. Some examples and suggestions that other colleges/universities have implemented follow in Section III.

# NEASEA

## PART 1 Student Employment Week

### II. Support & Advertising

Seeking the support of your Director, Dean, President, and/or Chancellor is one of the most important factors in establishing Student Employment Week at your institution. It not only provides the opportunity to enhance the awareness of student employees and the valuable contributions they make to your college or university, but also affords you the invaluable (and often rare) opportunity to promote yourself and your student employment program.

Once you have received the support of your institution, aspire to obtain the support of your local government officials. Receiving the support of your Mayor and/or state Governor can be a rewarding and memorable experience for you as well as your institution. ***Best of all, it's easy!***

Advertising is a key factor in developing a strong Student Employment Week. Remember that your program will build over the years, and successful advertising will put the pieces in place for increased support in future years. Find as many methods as possible for creating awareness among supervisors, employers, and students.

This section of the handbook discusses two main topics:

Obtaining Proclamations.....	II-1
Advertising.....	II-2

## **Obtaining Proclamations**

Start by seeking the support of the President or Chancellor of your institution. Contact them and explain the purpose of Student Employment Week. Send any additional information that you think would be helpful in explaining the purpose and request that a proclamation be presented to your office declaring the second full week in April as “Student Employment Week: at your college or university.

You can also seek mayoral or gubernatorial proclamations. Again, it is easy as contacting them and/or writing a letter. If there are several colleges and universities in your area, you could combine efforts with student employment administrators from the other institutions to jointly request proclamations from these government officials.

In many cases, the Mayor and/or Governor’s office, as well as your President or Chancellor’s office, is accustomed to presenting these proclamations. Most times, they are presented at a brief, but impressive “Proclamation Ceremony.” These ceremonies are an excellent opportunity for you to promote your institution’s student employment program. They can also provide the perfect opportunity for pictures. Photographs not only make an impressive display for advertising Student Employment Week but they are effective in promoting your event in newspaper articles.

Examples of proclamation requests from other colleges/universities follow in Section III.

## Advertise, Advertise, Advertise

As has been said before, publicity is key in generating interest in your Student Employment Week activities. Below are some specific ideas you may want to try on your campus to help promote your events.

- Pick a theme or tag line that will be used on all of your marketing materials and displays.
- Design marketing materials that can be laminated or mounted on foam board and reused in future years.
- Draft letters/announcements/e-mail messages regarding National Student Employment Week. Ensure that all correspondence contains a consistent message.
- Distribute poster and/or fliers in support of Student Employment Week for departments/employers to display in their work places (both on and off campus). This can be a good public relations effort for employers, as well as a good opportunity for you to solicit donations for drawings, door prizes, and other gifts.
- Attract the attention of students; be sure to advertise your events in the high traffic areas on your campus. Place posters or fliers in the dormitories, eating areas, student union, and other highly visible locations. If possible, include a flier in your students' paychecks.
- Be sure to send announcements or e-mails to **employers, students, and supervisors** announcing any special events and encouraging their participation during National Student Employment Week. Post notices to electronic bulletin boards. Use your website to advertise and announce events. Update the website throughout the week.
- Create a Student Employment Week display in your Student Employment Office and/or in a main building on campus. Student unions often have display cases that can be used by campus offices. Include photographs of students on the job, a picture of your Student Employee of the Year, proclamations, and details of the events that are planned.
- Design a banner announcing Student Employment Week. Hang it in a high-traffic area (e.g. at the main entrance to campus, across a main thoroughfare, in front of the student union, etc.)
- Most campuses offer free advertising in the school newspaper and/or radio station. Coverage can range from a small article written by you to an interview with student workers. Many campus and local newspapers, radio, and television stations also print or play free press releases for events such as Student Employment Week.

Make sure that you receive permission from your campus administration or legal department before using school logos in your advertising. You will find sample fliers, posters, newspaper articles, and other examples of advertising in the following Section III: "Sample Activities, Correspondence, & Announcements."

# NEASEA

## PART 1 Student Employment Week

### III: Sample Activities, Correspondence & Announcements

For your convenience, this section of the handbook is filled with letters, fliers, announcements, contest rules, and many other samples you may need to celebrate Student Employment Week.

It is said that communication is the key, and Student Employee of the Year program is no exception. The correspondence you create may be used over the course of many years. This section of the handbook contains sample correspondence that has been used successfully at other schools. Feel free to adopt these samples for your own use.

- Budget Planner
- Activity Planner
- Proclamation Request
- Press Releases & Articles
- Donation Request Letter and Thank You
- Letter & Email Announcements
- Sponsor Advertisement
- Celebration Activities





--	--	--	--

Sample Activity Planner

**ACTIVITY PLANNER**

Week of Insert Date

<u>Day:</u> Monday	<u>Day:</u> Tuesday	<u>Day:</u> Wednesday	<u>Day:</u> Thursday	<u>Day:</u> Friday
<u>Date:</u>	<u>Date:</u>	<u>Date:</u>	<u>Date:</u>	<u>Date:</u>
<u>Activity:</u>	<u>Activity:</u>	<u>Activity:</u>	<u>Activity:</u>	<u>Activity:</u>
<u>Budget:</u>	<u>Budget:</u>	<u>Budget:</u>	<u>Budget:</u>	<u>Budget:</u>
<u>Resources/Staff:</u>	<u>Resources/Staff:</u>	<u>Resources/Staff:</u>	<u>Resources/Staff:</u>	<u>Resources/Staff:</u>
<u>Notes:</u>	<u>Notes:</u>	<u>Notes:</u>	<u>Notes:</u>	<u>Notes:</u>

--	--	--	--	--

**Request for Proclamation from the Mayor/Governor and/or Institution President (should be sent on official letterhead)**

Your Mailing Address

Date

The Honorable XXX

Address1

Address2

City, State Zip code

Dear Mayor XXX,

Department Name at Institution Name is once again preparing to celebrate National Student Employment Week. This year we will honor student workers Dates. Institution will honor more than number students who work throughout the Local/School Community.

I am writing to request that your office grant a proclamation recognizing the week as National Student Employment Week.

To celebrate this notable occasion and honor the thousands of Institution students who work while attending classes our office will hold several special events and encourage ALL employers to recognize their student workers throughout the week. The Institution Student Employee of the Year for Year will be chosen and honored.

I thank you in advance for considering this request, and I look forward to your response. If you have any further questions, please feel free to call me at Phone Number.

Sincerely,

Name

Title

## Sample Press Releases

### Sample #1

#### Press Release

Your location is enriched by the presence of college campuses within its environs, and thousands of students who are a part of our community while attending these schools. Institution, in particular enjoys the talents of these fine students as they work in many areas within our University or College.

It is estimated that over number of student employees at Institution are directly involved as part time employees either at the University or College or in the Community. Students work for a variety of reasons, among them: to make new friends, earn extra money , help establish career decisions, and to gain time management skills. It takes time and energy to meet both academic and work obligations, and for this, we applaud these student employees. We also wish to thank the employers who give student employees the chance to develop their skills and plan for the work place ahead of them.

Your office at Institution invites you to join us in congratulating our student employees and employers during National Student Employment Week. April xx-xx, as we thank them for their contributions to both University or College and this community. We encourage everyone to recognize these efforts and to continue to support them in the future.

## Sample #2

Each year, Institution students supplement their classroom experience with professional skills, making valuable contributions to the Institution workforce and to the local community.

In October 1989, the National Association of Student Employment Administrators (NSEA) set aside the second full week in April to celebrate and recognize the value of student employment. This week long event was established to increase public awareness of student employees by recognizing students who work while attending college. To acknowledge the commitment students make in balancing the responsibilities of work and school, National Student Employment Week will take place from April XXXX.

Colleges and universities across the country recognize the importance of the student work experience. Student employment offers students career-enhancing opportunities, the ability to develop skills relevant in any career, and better preparation for the job market upon graduation. Of course, a primary motivation for most students is the need to help pay for their education. Many students are able to earn a significant portion of their college expenses, thus avoiding the debt burden so common with college graduates today.

Institution will honor an estimated Number student workers during National Student Employment Week for their contributions. Student employees enable faculty and staff to concentrate additional time and efforts on serving students. Many campus departments would be hard-pressed to offer the level of customer service they do to students, parents, faculty, and visitors if it weren't for their part-time student employees.

National research shows that students who hold jobs increase their chances of finishing college and reduce their likelihood of dropping out of college by 10-15 percent. Working while attending college offers students a way to supplement and enrich their academic experience. Students can earn money, meet people, establish a work record, develop skills they can use in other jobs, and learn how to manage their time. In a separate study conducted by the U.S. Department of Education, research suggests that for students attending four-year colleges, the only form of financial aid that bears a positive relationship to degree completion after the first year of attendance is part-time campus employment.

In celebration of National Student Employment Week, there will be several recognition posters and displays throughout campus recognizing both the student employees and our sponsors. We have also provided suggested activities for those employers who wish to more formally recognize the students who work in their offices. Some special events that will take place include list some events/celebrations.

Institution also participates in a campus wide Student Employee of the Year program. The Student Employee of the Year acknowledges student employees across campus for their exemplary work. In order to be eligible, students had to be nominated by their supervisors.

With more than Number student workers employed by Institution this year, it is appropriate to set aside a special week to honor them. By celebrating this week, we hope to increase the awareness of others, both on campus and off, to the contributions student workers make in the multitude of roles they fill.

## Sample Press Release Request

### PRESS RELEASE REQUEST

Attention Public Service Desk:

April XX-XX, 20XX marks our National Student Employment Week Celebration. During these days, we are planning many activities and are asking for your assistance with our publicity.

The National Student Employment Association (NSEA) is sponsoring national Student Employment Week, with cooperation from the Northeast Association of Student Employment Administrators and Your Office at Institution. This is truly a local, state, regional, and national celebration!

We would like to invite you to become actively involved with this endeavor by announcing National Student Employment week in the April XX, 20XX edition of the Local Newspaper. I am enclosing some press release information, which you may find helpful. If you have any questions, please feel free to call me.

Sincerely,

Event Coordinator

Copies to:  
Television stations  
Radio stations  
Neighborhood newspapers

## Sample Donation Request Letter

DATE

**Company**

**Address**

To Whom It May Concern or Individual's Name if Available:

Each year Institution employs over Number students on-campus and in community based organizations. As the Title/Event Coordinator, I am calling upon local business establishments for their assistance. I would like to see if you would be interested in joining Institution in recognizing student employees by donating either goods or services to be used as prizes during National Student Employment Appreciation Week.

Each year colleges and universities across the country recognize the importance of the student work experience during National Student Employment Week. This year our week long celebration will take place from NSEW Dates. Student employment offers students career-enhancing opportunities, the ability to develop skills relevant in any career, and better preparation for the job market upon graduation.

Institution students represent a fair sized portion of the greater local area consumers. We would be most grateful if you would contribute to our list of prize donations. Any donation is tax deductible and a receipt for the value of your goods or services will be provided. Our list of sponsors will be included in our recognition display on campus, as well as in any marketing publications for the week's events.

I will contact you date or timeframe to see if you would be interested. If you need additional information, please contact me at Your Phone Number. Regardless of whether or not you choose to participate, I thank you for your time and consideration. Institution celebrates its partnership with Town/City, and we continue to value you as a member of the local community.

Sincerely,

Name

Title

Institution



**Sample Donation Thank You (Have students sign the letter when they pick up their prize)**

DATE

«NAME»

«Contact\_Person»

«Address\_1»

CITY, STATE, ZIP

Dear «Contact\_Person»:

On behalf of the student employees of Institution, we would like to thank you for your participation of National Student Employment Week, which was held from April DATES. Daily raffle drawings were conducted to award prizes that were donated by the College and by the local community to our student employees. The names of our sponsors were posted on bulletin boards on-campus and were available on the Office website.

All of the students were appreciative of the generosity of our community participants. The Donated Item that you donated was awarded to Winners Name. Your donation is tax deductible and you should have already received a receipt. If you did not receive a receipt or you need an additional copy of the receipt, please contact me. This week long celebration provides an opportunity for the Institution administration and staff to recognize the efforts of more than Number student employees. Through your continued support, we hope that our student body will continue to become more aware of the local business establishments within the City or Town community.

Thank you once again for your kind donation to our students.

Sincerely,

Name

Name of Winner

Title

Student

## Email Sample #1

Each year, Institution students supplement their classroom experience with professional skills, making valuable contributions to the Institution workforce and to the local community. To acknowledge the commitment students make in balancing the responsibilities of work and school, National Student Employment Week will take place from April XXXX.

In celebration of National Student Employment Week, the Office will host an open house/raffle prizes, etc. Some special events that will take place include: list special events/celebrations.

Please visit the Web link provided for details about the week's events, prizes available and to view our list of sponsors.

<http://www.xxx.edu/SEA/SEA.htm>

## Email Sample #2

### **Celebrate National Student Employment Week**

#### **Dates**

Each year, Institution students supplement their classroom experience with professional skills, making valuable contributions to the Institution workforce and to the local community.

Institution will honor an estimated Number student workers during National Student Employment Week for their contributions. There will be several events taking place on campus as part of our week long celebration.

- Event #1
- Event #2
- Event #3

Please take some time next week to recognize your student employees and to celebrate their accomplishments. Below is a link that will give you some suggestions on ways to celebrate with your students during National Student Employment Week.

<http://www.celebrate.html>

Sample Sponsor Recognition Sheet

The grid contains the following logos and advertisements:

- OLDE SUSQUEHANNA HOUSE**
- R. T. Dunn INSURANCE INC.**
- RED ROBIN** HOME SANDWICHES, BEVERAGES & SPIRITS
- APPALACHIAN WHOLE FOODS MARKET**
- WELCOME TO... DOWNTOWN Carlisle Cafe** Doris & Patti 717-249-1117
- CARLISLE THEATRE**
- Salamandra** Wood Fired Brick Oven Cuisine
- COCONUTS** MUSIC MOVIES
- MASSEY'S FROZEN CUSTARD** CARLISLE, PA (717) 249-2258
- HAMILTON RESTAURANT**
- JACK JILL** Remember those times when your only concern was which ice cream truck would come?
- TARGET**
- PAPA JOHN'S** Better Ingredients. Better Pizza.
- Quiznos SUB** MMMM...TOASTY!
- chili's**
- DUNKIN' DONUTS**
- Market Cross Pub & Brewery**
- Rita's** Ices • Cones • Shakes and other Cool Stuff
- Pizza Hut**
- GEORGE'S SUBS & PIZZA**
- DICKINSON COLLEGE**
- California Cafe**
- STUDIO EAST** Hair Design & Color Specialists
- Matty's Kitchen** Homestyle Cooking 36 West High Street Carlisle, PA 17013 (717) 249-3006
- CALC** WHERE LEARNING IS FUN!
- BEN & JERRY'S** Great Ice Cream! SO MUCH MORE!
- The Consignment Gallery** 860 State Street, Lemoyne, PA 17043 Tel: 717.730.9494 Fax: 717.730.4889 www.consignmentgalleryusa.com email: info@consignmentgalleryusa.com
- GOLD'S GYM**
- George's**
- GIANT** Quality. Selection. Savings. Every Day.
- Amy's Thai Cuisine** 141 W. High Street • Carlisle, PA 17013 (717) 249-2007
- Applebee's**
- COURTHOUSE COMMON** Coffeehouse & Eatery
- RED DEVIL PIZZA** It's What You Really Want!
- Domino's Pizza**
- SUBWAY**
- the garden gallery**
- GINGERBREAD MAN**
- the Back Door**
- weis**
- J W Music** Sales, Rental & Repair of all kinds of Musical Instruments. Guitars • AMPS • PA Systems • Stereo Music Justin R. Wilson Owner 127 N. Hanover Street Carlisle, PA 17013 (717) 254-6765 Hours: M-Th • 10A-7P, F-Sat 10A-5P, Sun 12-5P
- PROFFET STREET BOOKS** 21 E. Pomfret Street, Carlisle Laura J. Erfle ph. 258-8104
- LITTLE JOHN'S**
- DICKINSON COLLEGE**

**Thank You To Our Sponsors**

# Ways to Celebrate Student Employment Appreciation Activities

## Inexpensive Activities for larger groups of student workers:

- Have a chip & dip party
- Build your own ice cream sundae party. Bring in a couple of different flavors, toppings, nuts, maybe some strawberries. This is something the whole department could take part in.
- Have a pizza party. Designate a day when the whole staff can get together and order pizza.
- Bring in a sheet cake, cupcakes, or brownies. Have a dessert party!
- Organize a potluck luncheon to be held in the office. Again, the entire department can take part.
- Collect assorted goodies (cookies, chocolates, crackers, cheeses, candy, toiletries) and make a care package for your students.
- Wrap up small bags of jellybeans, chocolate eggs, etc. tie with a ribbon.
- Good Egg Award - Buy plastic Easter eggs, filled with goodies and give out with "Good Egg Certificates". List what the students did to deserve this award.
- Have the staff sign a thank you card for the students.
- Decorate an office bulletin board or the office door for the week in recognition of your student employees. With pictures!!!!
- Notes Home - Send a note to the families of your Student Employees. Let them know what the student does, how their work impacts your department, and how terrific the student is.

## Somewhat more expensive activities for offices with fewer students:

- Take your student(s) to lunch.
- Give them a gift certificate for a local video rental store with a bag of microwave popcorn.
- Get a gift certificate from a bookstore, record shop, or any other local store. A local mall or grocery store gift certificate is also a good idea.
- Present them with a gift bearing the Dickinson logo (pen, sweatshirt, etc.)
- Give them Movie passes for two, so they can bring a friend!
- Present them with a savings bond

# NESEA

## PART 2 Student Employee of the Year

### IV: Policies and Procedures

Part 2 of the Student Employee of the Year portion of this handbook is designed to help you establish this event on your campus. Section IV provides a basic introduction to the program and general guidelines for running Graduate and Undergraduate Student Employee of the Year selections. Section V includes the necessary forms for the process and sample correspondence, which you may modify for your campus needs. If you have additional questions, please contact the Student Employee of the Year Committee Chair. You will find their name on the web at

<http://www.neasea.org>

Introduction.....	IV-1
Eligibility & Selection Criteria.....	IV-2
Distribution of Materials & Soliciting Nominations.....	IV-3
Reading and Ranking your Nominees.....	IV-4
Selection your Campus Student Employee of the Year.....	IV-5
State, Regional, & National Selections.....	IV-6

## **Introduction**

Every year the Northeast Association of Student Employment Administrators (NEASEA) conducts a selection process to choose an outstanding student worker whom the organization will recognize as the NEASEA Student Employee of the Year.

### **Undergraduate Students:**

For undergraduate student employees, the selection process starts at the campus level, allowing each campus to select their Student Employee of the Year. The process then moves to the state level, selecting a winner from each state. The state selectees are then reviewed to choose the one student that will be recognized as the NEASEA Student Employee of the Year. The winning student's nomination is then forward to the national level of the National Association of Student Employment Administrators (NSEA).

### **Graduate Students:**

For graduate student employees, the selection process starts at the campus level, allowing each campus to select their Student Employee of the Year. The process then moves to the regional level, where selectees are reviewed to choose the one student that will be recognized as the NEASEA Graduate Student Employee of the Year. The NEASEA Graduate Student Employee of the Year is not eligible for submission at the national level

The selection process begins typically in January at the college/university level and is completed by April at the national level. Many schools combine the results of their campus level selection process with other events surrounding Student Employment Week. The goal of this program is to provide student workers with the recognition they so fully deserve.

The costs involved in this program will vary. It can be very low budget, involving simply a selection process of the "best" student employee at your college/university. Or it can be a larger investment to publicize the Student Employment Office/ Program.

Some of the expenses to consider include: printing of letters and announcements, a gift of recognition for the selected, certificates/awards for nominees, publicity, and perhaps a reception or banquet.

## **Eligibility and Selection Criteria**

- Nominee must be an undergraduate student at any academic institution which has a current membership in NEASEA.
- Nominee must have worked a minimum of three months full-time or six months part-time during the academic year.
- Nominees are not restricted to being in the Federal Work-Study Program. **ALL** student employees who meet the above criterion are eligible.
- Nominees must be rated on forms provided in the Section V. The areas included are: Reliability, Initiative, Quality of Work, Disposition, and Contribution to Employer.
- Institutions may submit only **ONE** name for consideration at the state level.

### **Distribution of Materials/ Solicitation of Nominations**

Each December, all current NEASEA members will receive an announcement and copies of the required forms from the Student Employee of the Year Committee Chair. The forms necessary to conduct a Student Employee of the Year program on your campus should be kept in Section V.

It is suggested that the student employment administrator distribute their packets to supervisors in early January, as the deadline for campus selections to be mailed to the regional Student Employee of the Year Committee is typically at the end of February. The deadline is strictly adhered to by NEASEA for inclusion in the selection process. **No exceptions will be made.**



## **Reading & Ranking Your Nominees**

After mailing out the requests for nominations, you should proceed to identify campus readers, those individuals who will read the nominations and evaluate each one on the criteria of: Reliability, Initiative, Quality of Work, Disposition, and Contribution to the Employer.

The use of readers is strongly recommended as it allows the student employment administrator to present the program in a non-biased selection process, thus maintaining neutrality. You may choose to involve campus administrators, faculty, supervisors, student employment office staff, student employees, or whatever “mix” best meets the need of your program. Three to five readers is recommended, but on campuses where the number of nominations is quite large, you may find it necessary to screen the nominations and select the top finalists to forward to the readers.

The reading of the nominations can be done in several ways. You may choose to keep them in your office in a folder and ask the readers to come by the office to review the nominations. Everything stays in the office and it is easy to keep track of how the ranking is progressing. Or you may prepare packets to send to the readers so that they can review the nominations at their leisure.

Either way you should include a cover letter explaining the process of eligibility requirements, a ranking sheet, and a copy of the nominations. The nominations may or may not have the student’s name obscured. This depends on who will be doing the reading and the need for objectivity.

Finally, be sure to set a deadline for the readers. Make it a date that will allow you enough time to tabulate the results and mail the nomination by the end of February deadline.

## **Selecting your Campus Student Employee of the Year**

As you collect the ranking sheets from your readers, begin tabulating the points that each nomination receives from each reader. A Tabulation Sheet is provided in the packet distributed to members. Readers are asked to break ties on the basis of uniqueness of the contribution by the student. Therefore if you have a tie based on the total number of points, your Student Employee of the Year should be the employee with the most number “1” rankings.

Forward your campus’s nomination to the Student Employee of the Year Committee Chair for the statewide selection process. You must use the required Institutional Selectee Report. Do not forward any ranking sheets or supporting materials used in making your institutional selection.

It is important to offer some form of recognition to the Student Employee of the Year and his/her supervisor. In addition to personal letters, selection announcements can range from a press release to an award ceremony or banquet.

## **State, Regional, and National Selections**

NEASEA conducts a selection process to determine a state Student Employee of the Year for each state. State winners are given a Certificate of Appreciation and a \$50.00 gift card by the NEASEA.

State winners are then eligible for consideration in the selection of the NEASEA Student Employee of the Year. That regional winner receives a plaque and a \$200.00 gift card from the organization.

The NEASEA Student Employee of the Year's nomination is then sent to the National Association of Student Employment Administrators (NSEA). NSEA conducts its own selection process. Members wishing to know more about how that selection is made should contact the NSEA at: <http://nsea.info>

Any current member may volunteer to participate as a reader in the state and regional selection process by contacting the Chair of the Student Employee of the Year Committee. State readers can expect to read and rank 12-15 nomination forms, and regional level readers can expect to read and rank up to 10-12 nominations. Even if you are nominating a student for this award you may still be eligible as a reader.

# NESEA

## PART 2 Student Employee of the Year

### V: Forms and Samples

- Call for Nominations Correspondence
- Notifications to Student Who have been Nominated
- Notifications to Supervisors/Employers who submitted a nominee
- Formal Invitation to SEOTY Celebration
- Letter to Nominees who were not selected at campus level
- Letter to Nominee who was selected as the SEOTY at the campus level
- Letter sent to readers/judges with nominations and reader materials
- General Information and Time Line
- General Selection Procedures
- Nomination Form
- Reader Volunteer Form
- Reader's Ranking Sheet
- Tabulation Sheet
- Institutional Selectee Report

## Sample Memo Calling for Nominations at the Campus Level

### MEMORANDUM

TO: Student Supervisors DATE: XXX

FROM: Your Name  
Your Title

SUBJECT: **Year Student Employee of the Year Award**

---

I am pleased to announce that nominations are now being accepted for the Student Employee of the Year Award. Any undergraduate who has been employed a minimum of three months full-time or six months part-time between June 1, Year – May 31, Year may be nominated. We ask that a supervisor submit only one student for nomination and that only one nomination form per student is submitted.

The contributions made by all student employees are important; however, this award seeks to acknowledge the student whose performance is exceptional. Nominees will be judged on reliability, quality of work, initiative, attitude and contribution to the department. Students should have a track record of producing quality work and communicating effectively with, students, staff, faculty, and/or parents. Nomination forms must be submitted in electronic format as an email attachment to Your Office Email Address. All nominations must be submitted for committee review by Deadline Date (typically early February). **A letter describing the student's accomplishments and qualifications for this award must accompany the nomination form.**

The student selected as Institution's Student Employee of the Year Year will be presented with a Award or recognition the student will receive. *Some campuses also offer additional Honorable Mention Awards, if you offer additional awards, please list them here.* Two Honorable Mention Awardees will receive Award or recognition the student will receive. *Some campuses host a recognition ceremony. Details of a public ceremony or award service should be listed here.* The Student Employee of the Year, the two Outstanding Service Awardees, and their supervisors will be honored at List the event. All nominees will receive Award or recognition the nominees will receive in appreciation for their achievements.

Please assist us in recognizing the outstanding work of student employees by sending in a nomination. If you have any questions, please call me at Phone Number.

## Sample Email Calling for Nominations at the Campus Level

**National Student Employment Week at Institution  
will take place during the week of April Dates.**

In an effort to acknowledge the invaluable contributions of our student workers we are pleased to announce the Number annual Institution Student Employee of the Year selection process. If you have an outstanding student working in your department, this is your chance to express your appreciation. All student employees are eligible. The following prizes will be given in a Student Employee of the Year Celebration ceremony which will take place on Thursday, April Dates at time in location.

- **Student Employee of the Year-** Award or recognition the student will receive
- **Honorable Mention Awards-** Award or recognition the student will receive

In addition, the person selected as the Institution Student Employee of the Year will be automatically nominated for additional awards at the State, Regional and National levels.

A nomination form and guidelines are attached. All ***nominations must be submitted electronically*** to email address. These documents are also available on the web site.

The **deadline** for nominating a student employee for consideration is **Deadline Date (early February)**.

Submissions that are not received electronically or  
that are not received by Deadline Date will not be considered.

If you have any questions or would like additional information about this award or the student employment program at Institution, please call Contact Person at Phone Number.

**All nominees and award recipients will be recognized in a ceremony on Date  
during National Student Employment Appreciation Week.**

## Sample Letter/Email Notifying Students who have been nominated

### Sample #1

Name  
Address

Dear Name:

Congratulations! You have been nominated by <<Department>> to be one of the top Student Employees of the Year at Institution. Currently, there are over Number students working at Institution and you were selected to be one of the very best! This is a fine accomplishment.

At Time, there will be a Recognition Ceremony with President/Administrator Name in the location where you and other Student Employee of the Year nominees will receive accolades, Award or recognition the student will receive. Please RSVP by Date indicating whether or not you will be able to attend the event. The department where you work will also be recognized and will appreciate your attendance. The ceremony is brief, beginning promptly at Time.

We know that "Student Employment Works!" and we want to show all the students who work at Institution how much the college appreciates the good work you do. We are very excited and hope you will be able to attend.

Sincerely yours,

Name  
Title

## Sample #2

Dear Name:

Congratulations! Supervisor Name from the Department nominated you for consideration as the Year Institution Student Employee of the Year. Out of the Number student employees on and off campus, Supervisor First Name feels that you are the best and that you deserve to be recognized.

Please mark your calendar for **Time and Date** to attend the Student Employee of the Year Award Ceremony to be held Location. I encourage you to attend the ceremony and to celebrate your success with your supervisor and other members of the Institution community. ***Attendance of all student nominees and their supervisors is critical to making the award ceremony a success.***

The person who has been selected as the Student Employee of the Year is kept strictly confidential, and will not be revealed until the official award ceremony. During the celebration, each nominee will be recognized and will receive a Certificate of Appreciation.

In addition, you have a chance to win one of the following awards:

- **Student Employee of the Year-** Award or recognition the student will receive
- **Honorable Mention Awards-** Award or recognition the student will receive

The nominee who has been selected as the Year Institution Student Employee of the Year has also been submitted for further consideration and for additional awards at the State, Regional and National levels.

You will receive an official invitation in the next few weeks, but please mark your calendars now and plan on attending this event. I also encourage you to invite your friends and co-workers to share in this celebration.

Thank you again for your dedication and exemplary work. I look forward to seeing you on Date at time at location.



## Sample Letter/Email Notifying Employers who have nominated a student

### Sample #1

Date

Dear Name,

I want to thank you for nominating Student Name for Student Employee of the Year. It demonstrates how appreciative you are of your student workers and that, after all it is the purpose of this program.

We received Number nominations from various offices and departments and all of the nominees have made worthwhile contributions to those offices. I have always been impressed with the level of responsibility and competence demonstrated by student employees at Institution. The Reading Committee had a difficult time selecting only one student for Student Employee of the Year from such a diverse and talented group of students.

Thank you again for your involvement in this worthwhile program.

Sincerely,

Name

Title

### Sample #2

Dear «Supervisor»:

Thank you for taking the time to submit «Student» from the «Department» office for consideration as the Institution Student Employee of the Year.

Please mark your calendar for **Time and Date** to attend the Student Employee of the Year Award Ceremony to be held at Location. The student that you nominated should be **strongly encouraged** to attend the ceremony. Attendance of all student nominees and their supervisors is critical to making the award ceremony a success.

The person who has been selected as the Student Employee of the Year is kept strictly confidential, and will not be revealed until the official award ceremony. During the celebration, each nominee will be recognized and will receive a Certificate of Appreciation.

In addition, the following prizes will be awarded:

- **Student Employee of the Year-** Award or recognition the student will receive
- **Honorable Mention Awards-** Award or recognition the student will receive

The Institution Student Employee of the Year has also been submitted for further consideration and for additional awards at the State, Regional and National levels. You will receive an official invitation in the next few weeks, but please mark your calendars now and plan on attending this event. I also encourage you to invite other members of your department to share in this celebration.

Thank you again for your support. I look forward to seeing all of you on Date at time at location.

**Formal Award Ceremony Invitation to Employers/Administrators/Students**

**PLEASE JOIN US FOR THE YEAR  
STUDENT EMPLOYEE OF THE YEAR  
AWARD CELEBRATION**

**DATE:      Date**

**TIME:      Time**

**PLACE:     Location**

**The Student Employee of the Year Program  
acknowledges student employees  
for their exemplary work.**

**All nominees will be recognized.  
The student who has been selected  
as the Institution  
Student Employee of the Year  
will also be announced.**

## Sample of letter to Student Who Was Not Selected as the Student Employee of the Year at the Campus Level

Dear Student Name,

The Northeast Association of Student Employment Administrators (NEASEA) sponsors a selection for Student Employee of the Year each year. It begins at the campus level and proceeds through to a regional selection. We would like you to know that you were nominated by Supervisor Name for this honor. Obviously he/she is thankful for your dedication and hard work and recognizes your importance to his/her and the department. Unfortunately, only one name may be submitted by Institution to NEASEA. While you were not chosen as the final selection, the reading committee all agreed how difficult it was to make the selection. In their estimation, everyone nominated was a superior student employee.

I would just like to take the time now to thank you for your hard work and dedication to Institution. The contributions made by student employees are a key element to the successful operation of the Institution. You should be very proud to have been included as a representative of the very best student employees at Institution.

Sincerely,

Name  
Title

## Sample of letter to Student Who Was Selected as the Student Employee of the Year at the Campus Level

Dear Student Name,

The Northeast Association of Student Employment Administrators (NEASEA) sponsors a selection for Student Employee of the Year each year. I would now like to congratulate you on being selected the Institution Student Employee of the Year. You were nominated by Supervisor Name for this honor. I know that Supervisor First Name is thankful for your dedication and hard work and recognize your importance to them and the department.

Chosen from a pool of exceptionally motivated and competent students, your selection was based on the unique contributions you have made to the Department Name and the level of commitment and achievement you have maintained. The contributions made by student employees are a key element to the successful operation of Institution and its active participation in the community surrounding it. Hopefully, this selection process has shown students that we realize this and appreciate their hard work and dedication to that end.

Institutions will be forwarding their campus selections the Northeast Association of Student Employment Administrators (NEASEA) for further consideration at the State and Regional levels. Student Employee of the Year selections at the State and Regional levels will be made next month. Students selected at the state and/or regional level will receive a certificate and a \$50 or \$200 gift card, respectively. On behalf of Institution, once again, please accept my sincere congratulations and appreciation for your impressive efforts. We are proud to have you represent Institution in the statewide selection.

Sincerely,

Name  
Title

**Sample Letter sent to judges along with nominations and Volunteer Reader Materials**

Name  
Department  
Address

Dear Name:

I am very pleased to welcome you as a Volunteer Reader for our Student Employee of the Year Award Program! Since Year Program was started at your Institution this award has recognized the exceptional contributions made by student employees at Institution. The finalist on our campus will go on to compete in a statewide, regional and national competitions. Institution has a tradition for nominating exceptional students and I am positive that this year will be no different.

Nominations were accepted from student supervisors between Date and Deadline Date. Your task is to rank our finalists in order from 1 to total # of nominees. When ranking the student employees, please keep the following characteristics in mind: **reliability, quality of work, initiative, attitude, and contribution to his or her department**. I would appreciate having your decisions no later than Deadline Date. Do not hesitate to call me at Phone number with any further questions. Thanks again for taking part in this wonderful program!

Sincerely,

Name  
Title

## STUDENT EMPLOYEE OF THE YEAR GENERAL INFORMATION

### ELIGIBILITY:

- Undergraduate or Graduate students at any academic institution that has a member of NEASEA.
- Nominee will be working a minimum of three months full-time or six months part-time in a period that commenced June 1, prior year and is projected to fall within the closing date of employment consideration by May 31, current year.

### SELECTION CRITERIA:

- Students should be evaluated on the following areas as a minimum:
 

<input type="checkbox"/> Initiative	<input type="checkbox"/> Reliability	<input type="checkbox"/> Disposition
<input type="checkbox"/> Quality of Work	<input type="checkbox"/> Contribution to Employer	
- Each institution may submit one name for consideration at the state level. Multiple submissions will be returned to the NEASEA Member for final selection.

### SUGGESTIONS:

1. Try to refrain from calling this a “competition” as it is a selection process, which is somewhat competitive. Every one of these students is a winner!
2. When completing the Institutional Selectee Report, please enter your name as the regional member, not your institution’s name.
3. Be sure your nominee’s name appears on each page of the Nomination form in the event the pages become detached.

### Time Line

<b>November</b>	▪ SEOTY Chair – Distribution of materials to NEASEA members.
<b>January 1</b>	▪ Campus – Suggested distribution of materials to employers.
<b>January 15</b>	▪ Campus – Suggested deadline to identify campus readers.
<b>February 1</b>	▪ Campus – Suggested deadline for campus nominations.
<b>Last day of February</b>	▪ Campus – Deadline for Campus Selections to be emailed to the Student Employee of The Year Chair (SEOTY) <b>NO EXCEPTIONS</b>
<b>March 1</b>	▪ Deadline to have 2008 NEASEA dues paid for 2008 SEOTY Consideration. ▪ SEOTY Chair – SEOTY Chair sends campus selections to NEASEA state level readers.
<b>March 7</b>	▪ State Reader – Deadline for return of rankings by state level readers to SEOTY Chair.
<b>March 10</b>	▪ SEOTY Chair – SEOTY Chair will determine state selectees. Letter, certificate, and \$50.00 gift certificates will be prepared and forwarded to nominating school.
<b>March 11</b>	▪ SEOTY Chair – SEOTY Chair sends state level selectees to regional level readers
<b>March 13</b>	▪ Regional Reader – Deadline for return of rankings by regional level readers to SEOTY Chair.
<b>March 15</b>	▪ SEOTY Chair - Notification to NEASEA President of NEASEA Student Employee of the Year. Plaque and \$200.00 gift certificate will be prepared and forwarded to nominating school. ▪ SEOTY Chair - NEASEA Regional Level Selectee nomination sent to NSEA’s Recognition Chair

## **STUDENT EMPLOYEE OF THE YEAR GENERAL PROCEDURE**

### **CAMPUS SELECTION:**

1. As soon as possible notify your employers/supervisors that you will be conducting a selection process.
2. Adhere strictly to deadlines: your selection must be received by the end of February for inclusion in the State Selection process. No exceptions will be made. Selections must be in an electronic format and must be emailed as an attachment to the SEOTY Program Chair.
3. When distributing materials to your employers, list your office address in the “return to” section of the Nominating form and attach a brief memo outlining the guidelines. You may also wish to identify any institutional recognition that will be afforded your selectee. Make clear that the actual nomination may include only the Nomination form.
4. To maintain neutrality, the use of readers is highly recommended. The suggested number of readers is 3 to 5, however if your volume is large, you may choose to screen your nominations prior to mailing to the readers.
5. If readers are used, enter your office address at the bottom of the Ranking Sheet. Provide each reader with a form along with copies your finalists’ Nomination forms. Be sure your deadline gives you time to tabulate and mail the nomination. A Tabulation Sheet is provided.

### **STATE SELECTION:**

1. When submitting your Campus Winner for State Selection you must use the Institutional Selectee Report form. Be sure to address all the items on the form and attach the nomination of your Student Employee of the Year. Do not forward any ranking sheets, or supporting materials used to make your Institutional Selection.
2. Those Institutional Selectees submitted will be raised to the State Level. State Selectees will be given a certificate and a \$50.00 gift certificate.
3. State Selectees will be raised to the regional level.

### **REGIONAL SELECTION:**

1. State Selectees will be presented to the readers and a Regional Student Employee of the Year will be chosen.
2. The Regional Selectee will receive a plaque and a \$200.00 gift certificate.
3. If all four of the NSEA Regions submit a selection, a National Selection will be conducted.

**STUDENT EMPLOYEE OF THE YEAR CAMPUS NOMINATION FORM**

***Cover Page***

<b><i>Institution Information</i></b>		<b><i>Student Information</i></b>	
Name of Institution:	[Institution]	Name of Nominee:	[Nominee Name]
<b>Deadline Date :</b>	[Deadline Date]	Permanent Address:	[Permanent Address]
Nominator:	[Nominator]		
Department:	[Department]	Local Address:	[Local Address]
Department Address	[Department Address]		
Phone Number:	[Dept. Phone Number]	Phone Number:	[Nominee Phone Number]
E-Mail Address:	[Nominator E-Mail Address]	E-Mail Address:	[Nominee E-Mail Address]

Job Title: [Job Title]

Job Description (***maximum 750 characters***):

[Job Description]

**Please return this form to:**

[Person Responsible for SEOTY Program at your Institution, Name, Address, Phone, and E-Mail]

This is a nation wide competition which begins at the institutional level. If your student is chosen as the institutional Student Employee of the Year, his/her nomination form will be forwarded to a state level and could potentially continue to the Regional and National level for consideration of National Student Employee of the Year. The information you provide may be shared with the public in mediums such as news articles and the like.

**Nominee Name: [Nominee Name]**

**Institution: [Institution]**

Why do you think your nominee deserves to be the Student Employee of the Year? *(Maximum 1,000 Characters)*

[Please enter your comments here.]

What are your nominee's greatest attributes as they pertain to the job description? Include examples of what your student has done above and beyond standard expectations. *(Maximum 1,000 Characters)*

[Please enter your comments here.]

Describe the quality of work your nominee produces. Include examples of your nominee's work style. *(Max 1,000 Characters)*

[Please enter your comments here.]



**Nominee Name: [Nominee Name]**

**Institution: [Institution]**

What leadership skills has the nominee displayed while working in your department? Include your nominee's initiative and motivation in the workplace. *(Maximum 1,000 Characters)*

[Please enter your comments here.]

Describe the impact your nominee has had on your department, campus and/or community, as a direct result of the work performed. *(Maximum 1,000 Characters)*

[Please enter your comments here.]

What qualities does your nominee possess that makes him/her different from other student employees? How do these qualities impact, you, your department, and coworkers? *(Maximum 1,000 Characters)*

[Please enter your comments here.]

Nominee Name: [Nominee Name]

Institution: [Institution]

**Section II: Please provide a Letter of Support using the following guidelines.**

Letter of Support

Give any additional details relevant to the nominees work experience. Include specific job related examples. You may expand on your answers from Section I.

Letter of support ***must adhere*** to the following guidelines. Submissions that do not adhere to the guidelines below will be automatically disqualified. A preformatted letter is available on the next page.

***Essays MUST be submitted on a standard 8 1/2" x 11" page.***

***Essays MUST be single spaced.***

***Font size must be 12 pt.***

***Margins must be 1" on all sides.***

***Essays MUST be no longer than one page. (Only the first page will be considered for essays that exceed the maximum single page length)***

Employer Signature: [Employer Name]

Date: [Date]

*NEASEA reserves the right to re-format the wording of your text to meet the criteria and format for the National competition should your student be chosen as the Regional Student Employee of the Year. NEASEA will not alter the meaning or the interpretation of your nomination.*

[Type Your Letter Here]

**NEASEA STUDENT EMPLOYEE OF THE YEAR  
READER VOLUNTEER FORM**

Readers are needed at both the State and Regional Levels!

State Level Readers can expect to read and compare up to 15-20 Nomination Forms (This number may be lower based on the number of Reader volunteers who participate. Nominations may be from more than one state).

Regional Level Readers can expect to read and compare up to 12 Nomination Forms.

If you are nominating a student for this competition, you will still be eligible as a Reader for another state. Every effort will be made to include all Reader volunteers.

NAME:

SCHOOL:

STATE:

PHONE NUMBER:

EMAIL ADDRESS:

**PLEASE RESPOND NO LATER THAN: January 25<sup>th</sup>, XXXX**

**VIA FAX, MAIL OR E-MAIL TO:**

Name

Student Employee of the Year Chair

ADDRESS

PHONE

FAX

email

**STUDENT EMPLOYEE OF THE YEAR  
READER RANKING SHEET**

**CAMPUS READER**

READER'S NAME:

DEADLINE:

\_\_\_\_\_

Please review each of the nominations that you have received. Keep in mind that nominations are to cover issues such as reliability, quality of work, initiative, disposition, and contribution to the employer. After reading the nominations please enter the name of your first choice student, then your second, and so on, until you reach the last nomination or your tenth choice. A numerical rating is assigned to the ranking and these will be tabulated with the results of the other readers, to determine the overall selection. The uniqueness of the contribution of the nominee may be used as a tiebreaker.

CHOICE	NOMINEE'S NAME	POINTS
1 <sup>st</sup>		10
2 <sup>nd</sup>		9
3 <sup>rd</sup>		8
4 <sup>th</sup>		7
5 <sup>th</sup>		6
6 <sup>th</sup>		5
7 <sup>th</sup>		4
8 <sup>th</sup>		3
9 <sup>th</sup>		2
10 <sup>th</sup>		1

**PLEASE RETURN TO:**

NAME CONTACT INFORMATION
-----------------------------

## STUDENT EMPLOYEE OF THE YEAR-TABULATION SHEET

Please use the sheet below to calculate the final selectee at your level of the selection process. Enter the names of your finalists. As your readers return their ranking sheets enter the number of points assigned to the students by the ranking system. When you have received all your readers' returns, total your points and the student with the highest number becomes your Student Employee of the Year! Your readers have been asked to break ties on the basis of uniqueness of contribution, therefore your tie breaker should be the number of 1<sup>st</sup> selections; if still tied number of 2<sup>nd</sup> selections and so on, until the tie is broken.

	#1	#2	#3	#4	#5	
READERS						
STUDENTS						TOTAL

**NOTE:** This form is for your use only and need not be returned to the Regional Chair.  
 Copy as necessary should your number of finalists exceed 15.

**STUDENT EMPLOYEE OF THE YEAR  
INSTITUTIONAL SELECTEE REPORT**

<b>NOMINEE INFORMATION:</b>	
<b>STUDENT'S NAME</b>	
<b>HOME ADDRESS</b>	
<b>GRADUATE STUDENT:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>INSTITUTION INFORMATION:</b>	
<b>INSTITUTION:</b>	
<b>NEASEA MEMBER'S NAME:</b>	
<b>ADDRESS:</b>	
<b>PRESIDENT</b>	
<b>ADDRESS:</b>	
<b>Enter total number of nominations received by your office:</b>	
<b>Indicate the campus awards/recognition you are giving:</b>	

**Please email attached the Institutional Selectee Report along with the Campus Nomination form and letter. Complete nomination materials must be received by February XXX to be considered. Nominations must be received in an electronic format and must be emailed as an attachment to email address**

Name  
Student Employee of the Year Chair  
ADDRESS  
PHONE  
FAX  
email

# NEASEA

## PART 3 Supervisor of the Year

### IV: Policies and Procedures

Part 3 of this handbook is designed to help you establish a Supervisor of the Year selection process on your campus. Section VI provides a basic introduction to the program and general guidelines for running a Supervisor of the Year selection process. Section VII includes the necessary forms for the process and sample correspondence, which you may modify for your campus needs. If you have additional questions, please contact the Supervisor of the Year Committee Chair. Consult our website <http://www.neasea.org> for the contact information.

Introduction.....	VI-1
Eligibility & Selection Criteria.....	VI-2
Distribution of Materials & Soliciting Nominations.....	VI-3
Reading and Ranking your Nominees.....	VI-4
Selection your Campus Supervisor of the Year.....	VI-5
State, Regional, & National Selections.....	VI-6



## **Introduction**

The Northeast Association of Student Employment Administrators (NEASEA) conducts a selection process to choose an outstanding Supervisor whom the organization recognizes as the NEASEA Supervisor of the Year. The goal of this program is to provide student employee supervisors with the recognition they so fully deserve. The Inaugural Supervisor of the Year program was run in 2009.

The selection process starts at the campus level, allowing each campus to select their Supervisor of the Year. The process then moves to the regional level. The campus level selectees are reviewed in order to choose the supervisor that will be recognized as the NEASEA Supervisor of the Year. The selection process begins typically in January at the college/university level and is completed by April at the regional level. Many schools combine the results of their campus level selection process with other events surrounding National Student Employment Week.

The costs involved in this program will vary. It can be very low budget, involving simply a selection process of the “best” supervisor at your college/university. Or it can be a larger investment to publicize the Student Employment Office/ Program.

Some of the expenses to consider include: printing of letters and announcements, a gift of recognition for the selected, certificates/awards for nominees, publicity, and perhaps a reception or banquet.

## Eligibility and Selection Criteria

- Nominee must be nominated by an undergraduate student at any academic institution which has a current membership in NEASEA.
- Nominee must have supervised the work of at least one student employee a minimum of three months full-time or six months part-time during the last year.
- Supervisors who are nominated must be employed by the member institution or any organization which has a formal student employment relationship with the member school. (i.e. supervisor at an off campus Work-Study agency)
- Nominees are not restricted to being supervisors of student employees involved in the Federal Work-Study Program. **ALL** student employee supervisors who are involved in a formal student employment program run by the institution and who meet the above criterion are eligible.
- Nominees must be rated on the forms provided in the Section VII. **The areas included are based upon the supervisor's abilities: to integrate the student employee as a member of their staff, to provide guidance and mentoring, to encourage initiative, and to align with the mission of college and/or the department.**
- Institutions may submit only **ONE** name for consideration at the regional level.

## **Distribution of Materials/ Solicitation of Nominations**

Each December, all current NEASEA members will receive an announcement and copies of the required forms from the Supervisor of the Year Committee Chair. The forms necessary to conduct a Supervisor of the Year program on your campus are available in Section VII.

It is suggested that the student employment administrator distribute their packets to student employees and/or supervisors in early January, as the deadline for campus selections to be transmitted to the regional Supervisor of the Year Committee is typically at the end of February. The deadline is strictly adhered to by NEASEA for inclusion in the regional selection process. **No exceptions will be made.**

## Reading & Ranking Your Nominees

After sending out the requests for nominations, you should proceed to identify campus readers, those individuals who will read the nominations and evaluate each one of the nominees.

The use of readers is strongly recommended as it allows you to maintain a non-biased selection process. You may choose to involve campus administrators, faculty, student employment office staff, student employees, or whatever “mix” best meets the needs of your program. Three to five readers is recommended, but on campuses where the number of nominations is quite large, you may find it necessary to screen the nominations and select the top finalists to forward to the readers.

You may choose the reading process which works best for your campus. Two examples of possible reading processes are:

1. You may choose to keep them in your office in a folder and ask the readers to come by the office to review the nominations. Everything stays in the office and it is easy to keep track of how the ranking is progressing.
2. Or you may prepare packets to send to the readers so that they can review the nominations at their leisure.

Whatever method you use, it is advisable for you to include a cover letter explaining the process of eligibility requirements, a ranking sheet, and a copy of the nominations. The nominations may or may not have the supervisor’s name obscured. This depends on who will be doing the reading and the need for objectivity.

Finally, be sure to set a deadline for the readers. Make it a date that will allow you enough time to tabulate the results and submit the nomination by the NEASEA deadline, which typically will be at the end of February.

## **Selecting your Campus Supervisor of the Year**

As you collect the ranking sheets from your readers, begin tabulating the points that each nominee receives from each reader. A Tabulation Sheet is provided in the packet distributed to members. Readers are asked to break ties on the basis of uniqueness of the contribution by the supervisor. Therefore if you have a tie based on the total number of points, your Supervisor of the Year should be the supervisor with the most number "1" rankings.

Forward your campus's nomination to the Supervisor of the Year Committee Chair for the regional selection process. You must use the required Institutional Selectee Form. Do not forward any ranking sheets or supporting materials used in making your institutional selection.

It is important to offer some form of recognition to the Supervisor of the Year and his/her student employee(s). In addition to personal letters, selection announcements can range from a press release to an award ceremony or banquet.

## **Regional Selection**

NEASEA conducts a selection process to determine the Supervisor of the Year for the region.

That regional winner receives a certificate from the President of NEASEA, and commemorative gift from the organization.

Any current member may volunteer to participate as a reader in the state and regional selection process by contacting the Chair of the Supervisor of the Year Committee. If you have submitted a nomination for this award, you are not eligible as a reader for the Supervisor of the Year, but you are eligible to be a reader for the Student Employee of the Year selection process.

# NESEA

## PART 3 Supervisor of the Year

### VII: Forms and Samples

- Call for Nominations Correspondence
- Notifications to Supervisor Who have been Nominated
- Notifications to student employee who submitted a nomination
- Letter to Nominees who were not selected at campus level
- Letter to Nominee who was selected as the SOTY at the campus level
- Letter sent to readers/judges with nominations and reader materials
- General Information and Time Line
- General Selection Procedures
- Nomination Form
- Reader Volunteer Form
- Reader's Ranking Sheet
- Tabulation Sheet
- Institutional Selectee Report

## Sample Memo Calling for Nominations at the Campus Level

### MEMORANDUM

TO: Student Employees DATE: XXX

FROM: Your Name  
Your Title

SUBJECT: **Year Supervisor of the Year Award**

---

I am pleased to announce that nominations are now being accepted for the Supervisor of the Year Award. Any supervisor who has supervised the work of at least one undergraduate student employee for between June 1, Year – May 31, Year may be nominated. We ask that a student employee submit only one supervisor for nomination

The contributions made by student employee supervisors are important; however, this award seeks to acknowledge the supervisor whose performance is exceptional. Nomination forms must be submitted in electronic format as an email attachment to Your Office Email Address. All nominations must be submitted for committee review by Deadline Date (typically early February.) **A letter describing the supervisor and their abilities must accompany the nomination form.**

The supervisor selected as Institution’s Supervisor of the Year will be presented with an Award or recognition the supervisor will receive. *Some campuses also offer additional Honorable Mention Awards, if you offer additional awards, please list them here.* Two Honorable Mention Awardees will receive Award or recognition the student will receive. *Some campuses host a recognition ceremony. Details of a public ceremony or award service should be listed here.* The Supervisor of the Year, and their student employees will be honored at List the event. All nominees will receive Award or recognition the nominees will receive in appreciation for their dedication to the student employment program.

Please assist us in recognizing the outstanding work of your supervisor by sending in a nomination. If you have any questions, please call me at Phone Number



## Sample Email Calling for Nominations at the Campus Level

**National Student Employment Week at Institution  
will take place during the week of April Dates.**

In an effort to acknowledge the invaluable contributions of our student employee supervisors we are pleased to announce the Number annual Institution Supervisor of the Year selection process. This is your chance to express your appreciation for your supervisor who has gone above and beyond. All supervisors of any undergraduate student employee is eligible. The following awards will be given during the joint Student Employee and Supervisor of the Year Celebration ceremony which will take place on Day, April Dates at time in location.

- **Supervisor of the Year-** Award or recognition the student will receive
- **Honorable Mention Awards (if applicable)-** Award or recognition the student will receive

In addition, the supervisor selected as the Institution Supervisor of the Year will be automatically nominated for an additional awards at the Regional level.

A nomination form and guidelines are attached. All ***nominations must be submitted electronically*** to email address. These documents are also available on the web site.

The **deadline** for nominating a supervisor for consideration is **Deadline Date (early February)**.

Submissions that are not received electronically or  
that are not received by Deadline Date will not be considered.

If you have any questions or would like additional information about this award or the student employment program at Institution, please call Contact Person at Phone Number or email.

**All nominees and award recipients will be recognized in a ceremony on Date  
during National Student Employment Appreciation Week.**

## Sample Letter/Email Notifying Supervisors who have been nominated

### Sample #1

Name  
Address

Dear Name:

Congratulations! You have been nominated by Student's Name to be one of the top Supervisors of the Year at Institution. Currently, there are over Number students working in Number departments/locations and you were selected as one of the very best supervisors Institution has to offer ! This is a fine accomplishment.

At Time, there will be a Recognition Ceremony with President/Administrator Name in the location where you and other Supervisor of the Year nominees will receive accolades. Please RSVP by Date indicating whether or not you will be able to attend the event. The student employees who submitted your nomination will also be recognized and will appreciate your attendance. The ceremony is brief, beginning promptly at Time.

We know that "Student Employment Works!" and we want to show all the supervisors and student employees who work at Institution how much the college appreciates the good work you do. We are very excited and hope you will be able to attend.

Sincerely yours,  
Name  
Title

### Sample #2

Dear Name:

Congratulations! Student Name has nominated you for consideration as the Year Institution Supervisor of the Year. Out of the Number departments/locations on and off campus, Student First Name feels that you are the best and that you deserve to be recognized.

Please mark your calendar for **Time and Date** to attend the Supervisor and Student Employee of the Year Award Ceremony to be held Location. I encourage you to attend the ceremony and to celebrate your success with your student employee(s) and other members of the Institution community. ***Attendance of all nominees is critical to making the award ceremony a success.***

The person who has been selected as the Supervisor of the Year is kept strictly confidential, and will not be revealed until the official award ceremony. During the celebration, each nominee will be recognized and will receive a Certificate of Appreciation.

In addition, you have a chance to win one of the following awards:

- **Supervisor of the Year-** Award or recognition the student will receive
- **Honorable Mention Awards-** Award or recognition the student will receive

The nominee who has been selected as the Year Institution Supervisor of the Year has also been submitted for further consideration and for additional awards at the Regional levels.

You will receive an official invitation in the next few weeks, but please mark your calendars now and plan on attending this event. I also encourage you to invite your colleagues to share in this celebration.

Thank you again for your dedication and exemplary work supervising your student employees. I look forward to seeing you on Date at time at location.

## **Sample Letter/Email Notifying Students who have nominated a supervisor**

### **Sample #1**

Date

Dear Name,

I want to thank you for nominating Supervisor Name for Supervisor of the Year. It demonstrates how appreciative you are of your supervisor and the guidance they provide.

We received Number nominations from student employees campus wide and all of the nominees have made worthwhile contributions. The Reading Committee had a difficult time selecting only one supervisor for Supervisor of the Year from such a diverse and talented group.

Thank you again for your involvement in this worthwhile program.

Sincerely,

Name

Title

## Sample #2

Dear «Student»:

Thank you for taking the time to submit Supervisor Name from the «Department» office for consideration as the Institution Supervisor of the Year.

Please mark your calendar for **Time and Date** to attend the Supervisor and Student Employee of the Year Award Ceremony to be held at Location.

The person who has been selected as the Supervisor of the Year is kept strictly confidential, and will not be revealed until the official award ceremony. During the celebration, each nominee will be recognized and will receive a Certificate of Appreciation.

In addition, the following prizes will be awarded:

- **Supervisor of the Year-** Award or recognition the student will receive
- **Honorable Mention Awards-** Award or recognition the student will receive

The Institution Supervisor of the Year has also been submitted for further consideration and for additional awards at the Regional level. You will receive an official invitation in the next few weeks, but please mark your calendars now and plan on attending this event. I also encourage you to invite other colleagues within your department to share in this celebration.

Thank you again for your support. I look forward to seeing all of you on Date at time at location.

## Sample of letter to Supervisor Who Was Not Selected as the Supervisor of the Year at the Campus Level

Dear Supervisor Name,

The Northeast Association of Student Employment Administrators (NEASEA) sponsors a selection for Supervisor of the Year. It begins at the campus level and proceeds to a regional selection. We would like you to know that you were nominated by Student Name for this honor. Obviously he/she is thankful for your dedication and hard work and recognizes your importance to his/her professional growth and development. Unfortunately, only one name may be submitted by Institution to NEASEA. While you were not chosen as the final selection, the reading committee all agreed how difficult it was to make the selection. In their estimation, everyone nominated **is** a superior supervisor.

I would just like to take the time now to thank you for your hard work and dedication to Institution. The contributions made by supervisors in guiding their student employees is a key element to the successful operation of the Institution. You should be very proud to have been included as a representative of the very best supervisors at Institution.

Sincerely,

Name  
Title

## Sample of letter to Supervisor Who Was Selected as the Supervisor of the Year at the Campus Level

Dear Supervisor Name,

Each year, the Northeast Association of Student Employment Administrators (NEASEA) sponsors a selection for Supervisor of the Year. I would now like to congratulate you on being selected the Institution Supervisor of the Year. You were nominated by Student Name for this honor. I know that Student First Name is thankful for your dedication and hard work and recognizes your importance to them and to the department.

Your selection was based on your guidance and the unique contributions you have made to the student employees within Department Name. We thank you and we recognize the level of commitment and achievement you have maintained as a supervisor. The contributions made by supervisors are a key element to the successful operation of Institution and its active participation in the community surrounding it.

Institutions will be forwarding their campus selections the Northeast Association of Student Employment Administrators (NEASEA) for further consideration at the Regional level. The Supervisor of the Year selection at the Regional level will be made next month. Supervisors selected at the regional level will receive a certificate and commemorative gift from the organization. On behalf of Institution, once again, please accept my sincere congratulations and appreciation for your impressive efforts. We are proud to have you represent Institution in the regional selection process.

## Sample Letter sent to judges along with nominations and Volunteer Reader Materials

Name  
Department  
Address

Dear Name:

I am very pleased to welcome you as a Volunteer Reader for our Supervisor of the Year Award Program! Since Year Program was started at your Institution this award has recognized the exceptional contributions made by the supervisors of student employees at Institution. The finalist on our campus will go on to compete in a regional selection process.

Nominations were accepted from undergraduate student employees between Date and Deadline Date. Your task is to rank our finalists in order from 1 to total # of nominees. I would appreciate having your decisions no later than Deadline Date. Do not hesitate to call me at Phone number with any further questions. Thanks again for taking part in this wonderful program!

Sincerely,

Name  
Title

## SUPERVISOR OF THE YEAR GENERAL INFORMATION

### ELIGIBILITY:

- Any supervisor of undergraduate student employees from academic institution which has a current membership in NEASEA.
- Nominee must have supervised the work of at least one student employee a minimum of three months full-time or six months part-time during the period from \_\_\_\_\_ to \_\_\_\_\_.
- Supervisors who are nominated must be employed by the member institution or any organization which has a formal student employment relationship with the member school.
- Nominees are not restricted to being supervisors of student employees involved in the Federal Work-Study Program. **ALL** student employee supervisors who are involved in a formal student employment program run by the institution and who meet the above criterion are eligible.

### SUGGESTIONS:

1. Try to refrain from calling this a “competition” as it is a selection process, which is somewhat competitive. Every one of these supervisors is a winner!
2. When completing the Institutional Selectee Report, please enter your name as the regional member, not your institution’s name.
3. Be sure your nominee’s name appears on each page of the Nomination form in the event the pages become detached.

### Time Line

<b>December</b>	▪ SOTY Chair – Distribution of materials to NEASEA members.
<b>January 2</b>	▪ Campus – Suggested distribution of materials to student employees and/or departments.
<b>January 15</b>	▪ Campus – Suggested deadline to identify campus readers.
<b>February 15</b>	▪ Campus – Suggested deadline for campus nominations.
<b>March 1</b>	▪ Deadline to have 200X NEASEA dues paid for 200X SOTY Consideration.
<b>March 7</b>	▪ Campus – Deadline for Campus Selections to be emailed to the Supervisor of The Year Chair (SOTY) <b>NO EXCEPTIONS</b>
<b>March 14</b>	▪ SOTY Chair – SOTY Chair sends campus selections to NEASEA regional level readers.
<b>March 21</b>	▪ Regional Reader – Deadline for return of rankings by regional level readers to SOTY Chair.
<b>March 28</b>	▪ SOTY Chair - Notification to NEASEA President of NEASEA Supervisor of the Year. Certificate and commemorative gift will be prepared and forwarded to nominating school.

## **SUPERVISOR OF THE YEAR GENERAL PROCEDURE**

### **CAMPUS SELECTION:**

1. As soon as possible notify your student employees and/or departments that you will be conducting a selection process.
2. Adhere strictly to deadlines: your selection must be received by the deadline date for inclusion in the Regional Selection process. No exceptions will be made. Selections must be in an electronic format and must be emailed as an attachment to the SOTY Program Chair.
3. When distributing materials, list your office address in the “return to” section of the Nominating form and attach a brief memo outlining the guidelines. You may also wish to identify any institutional recognition that will be afforded your selectee. Make clear that the actual nomination may include only the Nomination form.
4. To maintain neutrality, the use of readers is highly recommended. The suggested number of readers is 3 to 5, however if your volume is large, you may choose to screen your nominations prior to mailing to the readers. You may wish to line up more readers than you will actually need in case one of the potential readers you line up is nominated.
5. If readers are used, enter your office address at the bottom of the Ranking Sheet. Provide each reader with a form along with copies your finalists’ Nomination forms. Be sure your deadline gives you time to tabulate and mail the nomination. A Tabulation Sheet is provided.

### **REGIONAL SELECTION:**

1. Institutional Selectees will be presented to the readers and a Regional Supervisor of the Year will be chosen.
2. The Regional Selectee will receive a certificate and a commemorative gift.

**SUPERVISOR OF THE YEAR CAMPUS NOMINATION FORM**

*Cover Page*

<u><i>Institution Information</i></u>		<u><i>Supervisor Information</i></u>	
Name of Institution:	[Institution]	Name of Nominee:	[Nominee Name]
<b>Deadline Date :</b>	[Deadline Date]	Department Name:	[Department Name]
Nominator:	[Nominator]	Department Address:	[Department Address]
Department:	[Department]		
Campus/Local Address	[Department Address]	Phone Number:	[Nominee Phone Number]
Phone Number:	[Dept. Phone Number]	E-Mail Address:	[Nominee E-Mail Address]
E-Mail Address:	[Nominator E-Mail Address]		

**Please return this form to:**

[Person Responsible for SOTY Program at your Institution, Name, Address, Phone, and E-Mail]
---

This is a regional competition which begins at the institutional level. If your supervisor is chosen as the institutional Supervisor of the Year, his/her nomination form will be forwarded for consideration as the Northeast Region Supervisor of the Year. The information you provide may be shared with the public in mediums such as news articles and the like.

Supervisor provides student employee(s) an opportunity to demonstrate responsibility and to feel like part of the staff?  
**(Maximum 1,000 Characters provide specific examples)**

[Please enter your comments here.]
------------------------------------

**Nominee Name:** [Nominee Name]

**Institution:** [Institution]



Supervisor encourages the use of initiative, academic background and/or skill sets of the student employee(s) they supervise? *(Maximum 1,000 Characters provide specific examples)*

[Please enter your comments here.]

Supervisor provides a quality and challenging work environment? *(Max 1,000 Character provide specific examples)*

[Please enter your comments here.]

Supervisor establishes a work environment which encourages access, direction and/or a mentoring role? *(Maximum 1,000 Characters provide specific examples)*

[Please enter your comments here.]

**Nominee Name:** [Nominee Name]

**Institution:** [Institution]

Supervisor Provides the student with the opportunity to make meaningful contributions to the mission of the department/location and/or to the institution? ***(Maximum 1,000 Characters provide specific examples)***

[Please enter your comments here.]

Narrative: Please provide any additional comments or details in support of your supervisor. ***(Maximum 1,000 Characters provide specific examples)***

[Please enter your comments here.]

Student Employee Signature: [Student Name]

Date: [Date]

# NEASEA SUPERVISOR OF THE YEAR READER VOLUNTEER FORM

Readers are needed at the Regional Level!

If you are nominating a supervisor for this competition, you are not eligible to be a reader for the Supervisor of the Year selection process. You are eligible as a Reader for the SEOTY selection process, and your information will be automatically forwarded to the Student Employee of the Year Chair. Every effort will be made to include all Reader volunteers.

NAME:

SCHOOL:

PHONE NUMBER:

EMAIL ADDRESS:

**PLEASE RESPOND NO LATER THAN: XXXX**

VIA FAX, MAIL OR E-MAIL TO:

Name  
Supervisor of the Year Chair  
ADDRESS  
PHONE  
FAX  
email

**SUPERVISOR OF THE YEAR  
READER RANKING SHEET**

**CAMPUS READER**

READER'S NAME:

DEADLINE:

\_\_\_\_\_

\_\_\_\_\_

Please review each of the nominations that you have received. After reading the nominations please enter the name of your first choice supervisor, then your second, and so on, until you reach the last nomination or your tenth choice. A numerical rating is assigned to the ranking and these will be tabulated with the results of the other readers, to determine the overall selection. The uniqueness of the contribution of the nominee may be used as a tiebreaker.

CHOICE	NOMINEE'S NAME	POINTS
1 <sup>st</sup>		10
2 <sup>nd</sup>		9
3 <sup>rd</sup>		8
4 <sup>th</sup>		7
5 <sup>th</sup>		6
6 <sup>th</sup>		5
7 <sup>th</sup>		4
8 <sup>th</sup>		3
9 <sup>th</sup>		2
10 <sup>th</sup>		1

**PLEASE RETURN TO:**

NAME CONTACT INFORMATION
-----------------------------

## SUPERVISOR OF THE YEAR-TABULATION SHEET

Please use the sheet below to calculate the final selectee at your level of the selection process. Enter the names of your finalists. As your readers return their ranking sheets enter the number of points assigned to the supervisors by the ranking system. When you have received all your readers' returns, total your points and the supervisor with the highest number becomes your Supervisor of the Year! Your readers have been asked to break ties on the basis of uniqueness of contribution, therefore your tie breaker should be the number of 1<sup>st</sup> selections; if still tied number of 2<sup>nd</sup> selections and so on, until the tie is broken.

	#1	#2	#3	#4	#5	
READERS →						
SUPERVISORS ↓						TOTAL

**NOTE:** This form is for your use only and need not be returned to the Regional Chair.

Copy as necessary should your number of finalists exceed 15.

**SUPERVISOR OF THE YEAR  
INSTITUTIONAL SELECTEE REPORT**

NOMINEE INFORMATION:	
<b>SUPERVISOR'S NAME</b>	
<b>DEPARTMENT NAME</b>	
<b>DEPARTMENT ADDRESS:</b>	
INSTITUTION INFORMATION:	
<b>INSTITUTION:</b>	
<b>NEASEA MEMBER'S NAME:</b>	
<b>ADDRESS:</b>	
<b>PRESIDENT</b>	
<b>ADDRESS:</b>	
<b>Enter total number of nominations received by your office:</b>	
<b>Indicate the campus awards/recognition you are giving:</b>	

**Please email attached the Institutional Selectee Report along with the Campus Nomination form. Complete nomination materials must be received by XXX to be considered. Nominations must be received in an electronic format and must be emailed as an attachment to email address**

Name  
 SUPERVISOR of the Year Chair  
 ADDRESS  
 PHONE  
 FAX