



UNIVERSITY OF THE VIRGIN ISLANDS

Counseling & Placement - Student Employment Office

Roupe House - Upper Campus

#2 John Brewer's Bay, St. Thomas, VI 00802-9990

Tel: (340) 693-1134, Fax: (340) 693-1091



STUDENT EMPLOYEE OF THE YEAR AWARD

ELIGIBILITY REQUIREMENTS

- Nominee must be an undergraduate or graduate student at the institution.
- Nominee must have worked a minimum of one full academic semester during Spring 2011 and/or Fall 2011
- Nominee must have an evaluation rating of good and above
- Nominee must be in good academic standing
- Nominees are not restricted to being in the Federal or Need-based Institutional Work Study Program. (Peer Workers, Institutional Non-need students, Research Assistants, Graduate Assistants etc... also qualify)

* *All* student employees who meet the above criteria are eligible.*

SELECTION CRITERIA

Nominations submitted will be evaluated on the following areas as a minimum:

- Initiative
- Reliability
- Disposition
- Quality of Work
- Contribution to Employer
- Narrative

PRIZES

- An Engraved Plaque
- A Bouquet of Flowers, Gift Basket, Voucher or Fruit Basket
- Other prizes and surprises

**Thank you for taking time to recognize the contributions of your student employee(s).
E-mail nomination form(s) to the Student Employment Office
Attention: Mary Myers (mmyers@uvi.edu)**

Deadline: Monday, April 2, 2012.



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STUDENT EMPLOYEE OF THE YEAR NOMINATION FORM

Name of Nominee:	Department:
Contact Number:	Student E-mail Address:

In the space provided below, please comment on the nominee's reliability, quality of work, initiative, disposition, and contribution to employer. When appropriate, encompass descriptions of special projects the nominee has completed.

1. Reliability
2. Initiative
3. Quality of Work



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4. Disposition

5. Contribution to Employer

5. Narrative (Provide additional comments in support of this nominee including the uniqueness of the contribution of the nominee)

SUBMITTED BY: _____ (PLEASE TYPE OR PRINT)

SIGNATURE: _____ DATE: _____

NOMINATION DEADLINE: Monday, April 2, 2012