

IOWA STATE UNIVERSITY

OFFICE OF STUDENT FINANCIAL AID
Room 0210 Beardshear Hall
Ames, Iowa 50011-2020
Phone 515/294-2223

January 8, 2007

Re: **2007 Student Employee of the Year**

Dear Employer:

The Student Employment Center (SEC) is seeking nominations for the 2007 Iowa State University *Student Employee of the Year* award. A committee of faculty, staff, and students will select this year's winner from among the nominees. The award will be based on the student employee's reliability, quality of work, initiative, professionalism, interpersonal skills, and unique contributions to the employer. Each student nominated will receive a certificate of recognition listing the nominating department and individuals.

Nominees must meet the following criteria:

- Undergraduate students employed on campus
- Students must have been employed part-time for a minimum of 6 months between June 1, 2006, and May 31, 2007 (anticipated)

This is the eighteenth year that ISU employers will participate in acknowledgment of student employees. The winner from Iowa State University will be entered in state and regional competition with the Midwest Association of Student Employment Administrators.

If you wish to nominate a student employee as a candidate for the *Student Employee of the Year* award, please complete the attached form and return it to our office by February 9, 2007. Please feel free to duplicate this application if you wish to nominate more than one student for this award.

I look forward to receiving your nominations!

Sincerely,



Ann Wessman
Assistant Director
Office of Student Financial Aid

In order to assure that we reach **all** student employers, this information is distributed to several university mailing lists. If you do not employ students, please share this letter with the appropriate person in your department.

IOWA STATE UNIVERSITY
NOMINATION FORM
STUDENT EMPLOYEE OF THE YEAR

Student Name _____

University ID _____ Major _____

College Year: Freshman Sophomore Junior Senior Phone _____

Address _____
Address City State Zip

Dates of Employment* _____
(month/year) to (month/year)

*Students must have been employed part-time for a minimum of 6 months between June 1, 2006 and May 31, 2007 (anticipated)

Nominee's Job Title and Description _____

Please attach one letter of nomination describing the accomplishments which you feel qualify the student to be considered for the *Student Employee of the Year* award. The letter should be as comprehensive as possible, citing reasons and examples for nomination. Keep the following qualities in mind while composing your nomination: reliability, quality of work, initiative, professionalism, interpersonal skills, and unique contributions to the employer. Although there may be several nominators for each applicant, please combine your comments and submit only one letter of support for your candidate. You may also nominate more than one student for this award.

Nominating Department _____ Phone _____

Department Address _____

Nominator(s)	Title	Signature
_____	_____	_____
_____	_____	_____
_____	_____	_____

APPLICATION DEADLINE: February 9, 2007

Please return completed nominations to:

Julie Arnold
Office of Student Financial Aid
0210 Beardshear Hall
Ames IA 50011-2020
Phone: 294-0103
Jaarnol@iastate.edu

In person return to: 0410 Beardshear Hall