

## **Student Employee of the Year 2024-2025**

Supervisors are encouraged to nominate an outstanding student employee for the 2025 Student Employee of the Year. Nomination entries are due before or by Thursday, February 27, 2025 by 5:00 pm. All student employee nominees will be recognized.



### **ELIGIBILITY**

- Undergraduate and Graduate students are both eligible for Xavier nominations and recognition.
- Student nominees must have worked at least during the fall 2024 semester, but there is no restriction on length of employment for the student being nominated.
- Must be in good standing with the University and must demonstrate commitment to academic achievement with a cumulative 2.5 GPA or above.

### **THE NOMINATION PROCESS AND REQUIREMENTS**

Supervisors must submit a [Nomination Form](#) and a [Nomination Letter\\*](#) before or by Thursday, February 27, 2025 by 5:00 pm

The Nomination letter\* content will need to include the following:

- At the top of the Nomination Form make sure to include the Student Employee Nominee's Name
- In the content of the Letter,
  - Describe why you are submitting this student for recognition.
  - Outline student employee's accomplishments and contributions in the work place for the 24/25 year.
  - Explain and provide examples of how the student exhibits any or all [NACE competencies](#) in their position.
  - Finish with a closing statement.

\*Note: Maximum of 2 page word document or pdf document will be accepted. Upload the Nomination Letter in a word or pdf format via the [Nomination Form](#).

**Entries must be received before or by Thursday, February 27, 2025 by 5:00 pm.**

### **THE SELECTION PROCESS**

A selection committee will review and score nominations resulting in a winner.

#### **Selection Committee Volunteers\* Needed!!**

A small committee (5-10 student employee supervisors and/or other interested faculty or staff) is needed to review and rate Student Employee of the Year nominations. A packet would be sent to each member of the committee by Friday, February 28th and would be due back to Student Employment no later than Wednesday, March 12<sup>th</sup> by Noon. Please let me know as soon as possible @ [claryv@xavier.edu](mailto:claryv@xavier.edu) if you would be able to help with this. *\*Supervisors who nominate a student employee aren't eligible to volunteer as part of the review committee.*

For more information and questions, contact Vicki Clary at 745-4880 or [claryv@xavier.edu](mailto:claryv@xavier.edu).

REV 1/30/2025