

December 2004

Dear University Colleague:

Please take a moment to consider this opportunity to recognize **your** outstanding student employee. Each year the National Student Employment Association declares the second full week in April *National Student Employment Week*. **On Tuesday, April 5, 2005**, from 3:00 – 4:30 p.m. in room 306 of the Kent Student Center, the Career Services Center will host the twelfth annual **Student Employee of the Year Awards Reception**. Supervisors will be invited with their student nominees to attend this celebration.

So, don't delay! Mark the April 5<sup>th</sup> date and take a few minutes to tell us about your outstanding student employee by submitting the enclosed nomination form by **Monday, January 31, 2005**.

□ **NOMINATION GUIDELINES**

Students must be undergraduates, enrolled in a minimum of six semester hours, in good academic standing, and have been employed for a minimum of 90 days between June 1, 2004 and February 1, 2005. Nominations must be submitted by a full-time departmental supervisor.

□ **SELECTION CRITERIA**

Student nominees will be evaluated on their reliability, quality of work, initiative, professionalism, and uniqueness of contribution. Should there be a tie between individuals, the Review Committee, comprised of university staff members, will consider any unique contributions by the student specific to their employment.

□ **REQUEST FOR AWARD CONTRIBUTIONS**

Historically, one \$300.00 student employee recognition award and four \$100.00 awards have been given to the finalists based on the generous contributions made by our employing departments. In addition, each of the nominees have been provided with a recognition gift and a framed certificate.

The awards for student employee excellence continue to depend on the collective contributions by our university community. Please remember that your department can support student employees by submitting a nomination and/or donating money or a door prize. Enclosed is a form to indicate your department's support of the 2004-2005 awards program.

Thank you for your support of student employees. Please contact me at (330) 672-2360 with any questions.

Sincerely,

Marijean Benedik  
Assistant Director for Student Employment