



# STUDENT EMPLOYEE SUPERVISOR'S NEWSLETTER

December 2010/January 2011, Issue VI

## Holiday Reminders:

### **Work-Study Student Employment**

As a reminder, work-study student employees cannot work after the last day of classes for the fall semester, which is Friday December 17, 2010. Work-study student employees may resume work on January 18, 2011. If you would like your work-study student employee to continue working within your department after December 17, 2010 they must be transferred to your departmental budget. To change your work-study student employee to be paid out of your budget, please contact the Job Resource Center at (708) 974-5737.

### **Semester Evaluations**

Semester evaluations for all student employees will be emailed to supervisors the week of December 13th. Supervisors need to complete the evaluation, review it with your student employee(s) and have him/her sign the bottom of the evaluation form. Signed evaluation forms are due to the Job Resource Center by Friday January 14, 2011. Please be sure to provide student employees with a copy of their completed evaluation form.

### **Student Employee of the Year Nominations (SEOTY)**

Nomination forms for Student Employee of the Year will be sent out to all supervisors in January. This is a great opportunity for supervisors to recognize the contributions and achievements of their student employees. The criteria that is included on the nomination form include: Reliability, Quality of Work, Initiative, Professionalism and Uniqueness of Contribution. The MVCC student employee winner is awarded a monetary prize, attends a recognition ceremony, receives a plaque and their name is forwarded to the regional and national association for award consideration. Look for nomination forms via email in January!

*Happy Holidays*



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