

STUDENT EMPLOYEE OF THE YEAR AWARD



SUPERVISOR NOMINATION FORM

**To be completed by the supervisor & returned to the Job Resource Center, S 202,
Attention: Laura Kockler by Wednesday February 16, 2011**

Name of Student Nominee _____

Job Description _____

Hours student works per week _____

Length of time student has been employed _____

Name of Nominator _____

Title _____

Department _____

Phone _____

Email _____

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Supervisor Nomination Evaluation

Nominated Student's Name _____

Department _____

Rating Directions: Please rate your candidate's work-related abilities and characteristics on a scale of 1 – 5. Outstanding-5, Very Good-4, Above Average-3, Average-2, and Needs Improvement-1.

Abilities/Characteristics	Rating					Comments
Job Skills	1	2	3	4	5	
Accountability	1	2	3	4	5	
Communication Skills	1	2	3	4	5	
Potential for Leadership	1	2	3	4	5	
Works well with others	1	2	3	4	5	
Organizational Ability	1	2	3	4	5	
Follows suggestions willingly	1	2	3	4	5	
Carries out tasks with a minimum of supervision	1	2	3	4	5	
Cooperates regardless of self-benefit	1	2	3	4	5	
Does more than expected	1	2	3	4	5	
Time Management	1	2	3	4	5	
Attendance	1	2	3	4	5	

*****Both the Nomination Form and Nomination Letter must be returned for your nomination to be valid*****

Supervisor's Signature

Date

Nomination Letter

Please describe in detail the accomplishments and attributes that qualify this student employee to be the Moraine Valley Community College Employee of the Year. Please make your statement as comprehensive as possible to give your nominee the best chance at the award.