2022 Student Employee of the Year Nomination Process

The Student Employee of the Year (SEOTY) process begins with supervisors nominating outstanding student employees at the institutional level. Nominations then move on to the state and regional level. Four students from each region will be recognized at the national level.

To be eligible for consideration, student employees must be undergraduate students. Graduate Assistants and Teaching Assistants are ineligible for Student Employee of the Year. Nominees are not restricted to students employed through the Federal Work-Study Program. All student employees are eligible for consideration.

All submissions must contain the following two documents to be considered a complete nomination:

1. Supervisors will nominate students by submitting a letter **(2 page maximum)** with the following requirements:
   a. Briefly describe why you are submitting this student for recognition.
   b. Briefly outline your student employee's accomplishments over this past year and/or how they have contributed to the workplace.
   c. How does this student exhibit NACE competencies in their position? Please provide specific examples. (See attached Career Readiness guide)
   d. Closing statement.

2. Supervisors will submit a cover letter with the following information:
   a. Student Name
   b. Student Email Address
   c. Supervisor Name
   d. Supervisor Email
   e. Student Job Title
   f. Department where student position is held
   g. Indication if you are a 2 or 4-year institution