



**Office of Student Financial Aid
Student Employee Nomination Form**

To All supervisors of NAU student employees:

You are invited to nominate your student employee for the "2008-2009 NAU Student Employee of the Year" Award. The awards ceremony is scheduled for April 13, 2009 at 5:30 pm.

<p>Student Employee Information:</p>	<p>Employing Organization: _____ Student Name: _____ Student Mailing Address: _____ City: _____ State: _____ Zip: _____ Job Title: _____ Hire Date: _____ Length of Employment: _____ Class Level: _____</p>
<p>Nominator Information:</p>	<p>Name: _____ Title: _____ Organization: _____ Work Phone: _____ Email: _____</p>

Please answer the following questions/statements on a separate piece of paper in a type-written, concise format, **no more than two pages**, and attach your responses to this form.

1. In what ways has your student employee shown initiative? Please give specific examples.
2. Discuss ways in which this student contributes to the NAU community both as an employee and as a member of this community. Please give specific examples.
3. Describe how this person treats fellow employees and students. Explain with specifics how he/she displays qualities of fairness and respect.
4. Good communication skills are necessary in a work environment. Please give examples of the ways this student communicates well.
5. A student employee should display a professional demeanor. Please give specific examples of how your student employee maintains confidentiality, adheres to a work schedule, and accepts responsibility for a quality performance.
6. How does this person demonstrate that he/she is a team player? Give specific examples.

* Please note that in order to be eligible for this award the student nominee must have completed or will expect to complete, at least three **(3) months full-time** or six **(6) months part-time** employment during this academic year, June 1, 2008 to May 31, 2009.

Please return this form by 5:00 pm Friday, March 27, 2009 to:

On/Off-Campus Student Employment Office
Gammage - Building #1, 2nd floor ~ NAU Box 4108
Phone: (928) 523-6036 ~ Fax : 928-523-1551
E-mail: OnCampus.Employment@nau.edu