



University of Massachusetts Amherst
243 Whitmore Administration Building
181 President's Drive
Amherst, MA 01003-9313

Financial Aid
Student Employment Services

GERALD F. SCANLON STUDENT EMPLOYEE OF THE YEAR AWARDS

Please bring this information and the requisite nomination form to the attention of all supervisors of student employees within your department. The attached nomination form may be copied and passed along.

As part of the university's continuing effort to encourage and reward exemplary performance by all of its employees, the *Gerald F. Scanlon Student Employee of the Year Awards* will again be held in conjunction with the Chancellor's Citation Awards. The intent of the *Gerald F. Scanlon Student Employee of the Year Awards* is to recognize and honor students who have demonstrated outstanding performance by contributing their time and/or skills to help UMass Amherst achieve its goals and objectives. Up to ten (10) awards will be presented at a celebration held in May. Those student employees selected to receive a *Gerald F. Scanlon Student Employee of the Year Award* will be presented with a certificate indicating meritorious service to the university and a **\$500 cash award**.

NOMINATION GUIDELINES -

ELIGIBILITY: A student may be nominated by a department supervisor but not by a member of his/her family. To be eligible a student must be:

- A matriculated undergraduate student who is a junior or senior in good academic standing
- A student employee who has been employed by the university for at least 6 months
- A student who was on payroll during the 2008-2009 academic year

NOMINATION CRITERIA: The student nominee should have demonstrated performance that is considered "above and beyond" in most, if not all of the following performance qualities:

- Regular attendance, high dependability
- Successful completion of all assigned tasks
- High quality of assigned tasks
- Ability to work well with other employees
- Original contributions to the workplace
- Demonstrated initiative/professionalism
- Ability to work without constant supervision

NOMINATION PROCESS:

A standard nomination form must be completed for any student you are nominating. An attached written summary should be used to describe the *individual's specific accomplishments* and should indicate the reasons why that individual should be recognized. Please describe in detail his/her performance that is considered "above and beyond," citing specific examples wherever possible. All nominations must be signed by the nominator (any nomination from a student supervisor, must also be signed by a university staff supervisor).

Nominations must be received by the Student Employment Office by 4:00 pm on **Friday, February 27th**



**GERALD F. SCANLON STUDENT EMPLOYEE OF THE YEAR
2008-2009 NOMINATION FORM**
(Please print all information)

Name of Nominee _____
(Please print)

Student SPIRE ID # _____ Students HR ID # _____

Students Job Title _____ Students Department _____

Students Local Mailing Address _____

Students Local Phone Number _____

Students Preferred Email Address: _____

How long has the student been employed in this position? _____ yrs _____ mos

How long has student been employed in this department? (If different) _____ yrs _____ mos

Who is the Vice Chancellor for the student's area of employment? _____

Please print or type your nomination and submit it along with this form. Describe the accomplishments of the student, which you feel qualify him/her to be considered for the *Gerald F. Scanlon Student Employee of the Year Award*. Please cite specific examples of the student's achievements or contributions to your department and/or to UMass Amherst which influenced your decision to make this nomination. These contributions should reflect work that would be considered "above and beyond". Please speak to the following qualities in your nomination: Reliability, Quality of Work, Initiative, Disposition, and Contribution to employer. If the supervisor presenting and signing this nomination is a student, it must also be co-signed by a non-student university employee.

Name of Nominator _____ Phone Number _____

Department Head _____

Department Address _____

Nominator's Signature _____ Date _____

ALL NOMINATIONS MUST BE RECEIVED BY FRIDAY, FEBRUARY 27th at 4 PM

Submit completed nominations to:

**The Gerald F. Scanlon Student Employee of the Year Selection Committee
c/o Student Employment Services
243 Whitmore Administration Building**