SEOTY Spring 2015 Individual Nomination Requirements

To be eligible, nominees must...

- be a Mānoa classified, continuing student in the Spring 2014 semester at the University of Hawaii at Mānoa.
- be currently employed on the F1 (FWS) or F3 payroll code, which denotes the individual as a student employee of the University of Hawai‘i under the Mānoa Career Center.
- be enrolled as a UHM classified student with the minimum number of credits as follows: 9 credits for Undergraduates; 6 credits for Graduates.
- be in good academic standing.
- have been employed at least 6 months prior to the time of nomination.
- work a minimum of 10 hours per week during the academic periods.

The Mānoa Career Center will verify the eligibility of all nominees after nominations have been submitted.

Nominators will need to provide:

- Nominator’s Contact & Department Information
- Student Employee Information
  - Legal First and Last Name
  - Email Address
  - UH Username
  - Average work hours per week
  - Nominee’s employer’s name, position title, and department
- Nomination Essay from Nominator

Nomination Essay (required for all individual student nominations):

As part of the competition, a nomination essay must be submitted by the nominator. The essay is essential in describing the work of the nominee and the reasons why they are an outstanding student employee. It is also used if the nominee advances to the state, regional, and/or national levels.

Please address the following themes in your nomination essay. The selection committee will primarily base their decision on how well your nominee exemplifies the following six themes:

- Quality of Work
- Reliability
- Initiative
- Professionalism
- Uniqueness of Contribution
- Campus/Community Service
Student’s Essay (required for all individual student nominations)

Each student employee nominated for the Individual SEOTY Award will need to provide an essay about their experience as a student employee. The essay should address the following question:

- “What has helped me to develop personally, professionally, and/or academically by working as a student employee?” (Please limit the essay to 500 words)