**SEOTY Spring 2024 Individual Nomination Requirements**

To be eligible, nominees must...

* be a Mānoa classified, continuing student in the Spring 2024 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.

Nominations will be judged on the following demonstrated skills, limiting each section to no more than 500 words.

1. **COMMUNICATION**

Nominator may provide examples for how the nominee:

* Communicates efficiently verbally and non-verbally
* Exhibits excellent public speaking skills
* Contributes to the department by writing and editing documents clearly

1. **DIGITAL TECHNOLOGY**

Nominator may provide examples for how the nominee:

* Utilizes technology to solve office issues
* Adapts to office technologies easily
* Identifies appropriate hardware and software to accomplish goals

1. **PROBLEM SOLVING**

Nominator may provide examples for how the nominee:

* Thinks originally and creatively to come up with solutions
* Gathers and interprets data to come to decisions
* Is able to analyze and interpret situations logically

1. **PROFESSIONALISM/WORK ETHIC**

Nominator may provide examples for how the nominee:

* Manages their workload efficiently
* Displays a professional image through both their actions and appearance
* Acts with integrity and honestly to serve the community as a whole

1. **INTERCULTURAL FLUENCY**

Nominator may provide examples for how the nominee:

* Interacts with all people in a respectful and understanding fashion
* Makes an effort to create an environment of inclusivity
* Seeks to increase their understanding and knowledge of other people

1. **CAREER MANAGEMENT**

Nominator may provide examples for how the nominee:

* Self-advocates for opportunities in the work place
* Articulates the skills and knowledge they acquire throughout work
* Sees the bigger picture of how their work ties into their future aspirations

1. **LEADERSHIP**

Nominator may provide examples for how the nominee:

* Delegates work fairly to others’ in the workplace
* Understands how each team member brings individual strengths and skills to the table

1. **TEAMWORK**

Nominator may provide examples for how the nominee:

* Builds relationships and rapport with others in the workplace
* Negotiates and manages conflict smoothly and effectively
* Impactfully works with others to achieve a common goal

**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)