

SEOTY 2025 Team Nomination Requirements

To be eligible, teams must...

- Consist of a minimum of two (2) student employees.
- Be enrolled as UHM classified students with the minimum number of credits as follows: 9 credits for Undergraduates; 6 credits for Graduates, including students enrolled through UH Outreach College.
- Be currently employed on the F1 (FWS) or F3 payroll code, which denotes the student as a **student employee** of the University of Hawai'i under the Manoa Career Center. This does not include GAs or other non-student employee.

Nominators will need to provide:

- Nominator's Contact and Department Information
- Legal First and Last Name (required for each student team member)
- UH ID number for each student team member
- Nomination Essay from Nominator

Nominator's Nomination Essay (required for all Team nominations)

The selection committee will base their decision on the contents of this essay. We strongly encourage you to be as detailed and comprehensive as possible when describing the attributes of your student employee team, citing specific examples of their work and contributions. (There is no word limit on the nomination essay.)

Please address the following points in your nomination essay, **providing specific examples using the following themes:**

- Describe the work of your student team,
- Their contributions to your department and/or the university,
- Other attributes that make this team outstanding

The student team members do not need to provide a written statement.