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Student Employment Office
5500 N. St. Louis, D-012
Chicago, IL 60625
773/442-4695 phone
773/442-4698 fax

Student Employee of the Month

Directions and Form for Choosing Employee of the Month

Each month, the Student Employment Office would like to highlight a student performance by also highlighting a goal or theme of service that all students should strive to achieve.

These themes allow the Student Employment Office to spend a month focusing on a certain area of excellence and allow nominators to be very specific about their appreciation of performance.

Please nominate students based on the following themes and the corresponding month with that theme. Then indicate which month/theme on the nomination form.

Do not separate themes and months.

Nominators can choose a student based on the current theme or a nominator can find a theme to fit a student they specifically want to recognize.

Forms with themes later in the year will be held until the appropriate month for consideration.

Nominations are due by noon on the 10th of the following month.

(January's nominations are due by February 10th at noon.)

Please use the following themes to choose a nominee and fill out attached form.

January: *Superb Communicator*

February: *Performance Versatility*

March: *Good Work Ethic*

April: *Attendance*

May: *Innovation and Creativity*

June: *Marvelous Motivator*

July: *Dependability*

August: *Summer Star*

September: *Excellent Teamwork*

October: *Effective Leadership*

November: *Outstanding Customer Service*

December: *Positive Attitude*

Nominators should expand on the above themes and should cite specific examples of exemplary performance on the following form.

All nominations must be typewritten and delivered, emailed, or faxed to:

Northeastern Illinois University · Student Employment Office · 5500 N. St. Louis, D-012 · Chicago, IL 60625 · 773/442-4695 ph · 773/442-4698 fax

Taushonia White, Student Employment Coordinator: t-white2@neiu.edu or, Ella Whitehead, Staff Clerk: e-whitehead@neiu.edu

Student Employee of the Month Nomination Form Northeastern Illinois University

Nominator's Name: _____

Title: _____

Department/College: _____

Phone Number: _____

Email Address: _____

Nominee/Student Employee Information

Student ID (if known): _____

Student Employee's Name: _____

Position: _____

Work Phone: _____

Home / Cell Phone: _____

Email Address: _____

Employer Location: _____

Semesters Worked

Job Description or Responsibilities

How has this student demonstrated _____ in the workplace?
(THEME)

How did you hear about the Student Employee of the Month Award?

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Tashonia White, Student Employment Coordinator: t-white2@neiu.edu or, Ella Whitehead, Staff Clerk: e-whitehead@neiu.edu