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**Nomination Deadline:**

**February 29, 2024**

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| **2024 Student Employee of the Year Nomination Form** | |
| **Name of Nominee:** | **Nominee ID#:** |
| **Nominating Department:** | **Nominee Major:** |
| **Nominee Class:** | **Dates of Employment:** |
| **Eligibility**   1. Undergraduate students that are employed in any capacity as a student employee (Federal Work Study or Student Temporary Wage Employment). 2. Students must be currently attending. 3. Student must have worked at least two full consecutive semesters (or more) in the same office/department **not including** the semester that we are currently in. 4. Each office/department can only nominate one student. Before nominating a student, please check with your entire office/department to ensure no other office members want to nominate a student.   **Nomination Essay Criteria:**   1. Essays will be limited to (1) page. 2. 1/2” margins. 3. Times New Roman 12-point font   **Student should be evaluated on the following areas as a minimum:**    A. Reliability  B. Quality of Work  C. Initiative  D. Professionalism  E. Contributions to the employer  The Selection Committee will be looking for students who go above and beyond their job description.  **Email Nomination Form and Essay to: Teresa Shook** [tshook4@charlotte.edu](mailto:tshook4@charlotte.edu) **by noon on February 29, 2024** | |

**Nominated By:**

**Print Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Sign:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**