

Student Employee and Supervisor of the Year Awards

Northern Arizona University Structure and Facilitation Guide

Background and Goals:

The Student Employment Team of NAU Career Development sponsors three annual Student Employment Awards: Student Employee of the Year, Student Employee Supervisor of the Year, and Student Employee Team of the Year. In previous years, the supervisor awards and student awards were given out in different semesters. Beginning in the 2021-2022 academic year, we consolidated the process and began giving out all three awards in the spring semester. Prior to that year, the individual awards were referred to by their acronyms (SOTY and SEOTY) on the website and in advertising. Now we reserve those acronyms for in-house use, but use the full titles on all public-facing communications.

The aim of the awards is to provide recognition to NAU student employees, acknowledging that on-campus work is an integral part of many students' experience and professional development at NAU. Recognizing students' work can boost their professional confidence, grant formal avenues for positive feedback, and provide concrete accolades to list on their resumes.

To this end, the team has historically been happy to select multiple award winners and honorable mentions. Furthermore, all nominees are notified of their nomination.

Tasks:

- Update website
 - Post nomination and award timeline for semester
 - Update nomination forms and link to website
 - *Discuss with Rachel/ current Community Program Coordinator. Recommend sitting down in-person to review website
- Solicit nominations
 - Social media campaigns
 - Email campaigns (student employee and supervisor lists)
 - Repeat solicitations weekly to bi-weekly
 - *See email template*
- Recruit review committee
 - Review file for previous nominators
 - Examine list and add new names as necessary.
 - Recommend asking previous winners to review
 - Email request
 - *See email template*
- Organize review committees Team drive and files
 - Access the "Supervisor/Employee/Team of the Year Awards" Team in Microsoft Teams. (Student Employment Assistant Director and Coordinators should have access from previous year)
 - Assign reviewer tasks in "ReviewerAssignments" Excel document. *See template*

- If an award category gets more than 30 nominations, recommend splitting the nominees into 2 groups with different review teams so as not to over-burden any individual reviewers.
 - Ask reviewers if any of the nominees are from their department or provide significant conflicts of interest, or if they plan to nominate any individuals or groups. Check if reviewers have been nominated for any categories. Assign reviewers to a categories that provide minimal conflicts.
 - For each award: aim for 2- 3 reviewers from outside Career Development plus one from Career Development. Suggest including staff and students.
 - If a category gets more than 30 nominees, I recommend splitting the nominees into two groups and creating a second review team. Remember, the reviewers are volunteers are doing Career Development a favor. We do not want to overburden them.
 - Format award matrix documents for each award *See templates*
 - Add nominees as they are submitted
 - Add tabs for each reviewer
 - Add reviewers to the Team under “Manage Team”.
 - Post a welcome message on the front page with instructions. *See template*
 - Create folders for each award category and add nomination forms to those folders as they are submitted.
 - In the past, we have copied and pasted the forms from emails submitted into Microsoft Word documents.
 - If a person or team receives more than one nomination, make them an individual folder within their category’s folder. Instruct reviewers to fill out the scoring matrices based on all nominations for a given nominee.
 - Selecting Winners
 - When all nominations have been submitted and matrixed by all reviewers, add up scores. If there are tied scores for the top nominees, or if the top scores are very close, you may ask reviewers to give a few lines of information on their choice for the top three to five nominees.
 - Alternatively, we have asked for staff that have not yet participated in this year’s reviews to serve as tiebreakers for the top nominees. These staff have typically come from the Career Development office.
 - If a category received enough nominees to warrant two or more review groups, consider how to pick between the winners from each group. If there is a clear stand-out, you could make that person the winner and make winners from the other categories honorary mentions. In the 2022-2023 season, we decided to award the top scorers from both review groups the Student Employee of the Year Award, and the second and third place nominees from each group Honorary Mentions.
 - The Student Employment team can assess how many winners are appropriate in a given year, considering number and quality of nominations.
 - Thank reviewers

- When winners have been selected, send an email to the reviewers to tell them the results. Thank them for their work, emphasizing gratitude and the impact of the awards. Ask them not to share the names of the winners until awards have been dispersed.
- *See email template*
- Budget and order physical awards and celebratory accessories
 - Discuss budget with the Assistant Director of Student Employment.
 - Order physical awards
 - Working with the Rachel/ current appropriate staff member, select, design, and order physical awards. *See mockups and invoices for previous years' awards*
 - Consider if you would like to purchase any additional items to share with winners and their teams. For the 2021-2022 awards, we purchased helium balloons. For the 2022-2023 awards, we purchased cupcakes from Sodexo.
- Give out awards
 - Contact the nominators of the winners
 - Thank them for the nominations and ask if there is a good time to surprise their winners at their workplace and schedule time to give out awards. *See email template.*
 - Order perishables as applicable for the time of the event
 - At scheduled time, bring physical awards and additional celebratory items to the nominee's workplace. With enthusiasm, explain that they have been nominated and have won their given award.
 - Ask permission to take their picture and post it, along with their name and department to the Career Development website and social media accounts.
 - Be brief (this person is at work) and thank them for their time.
- Advertise winners
 - Post winners to webpage
 - Coordinate with the Career Development Administrative Assistant to design and upload pictures and names about the winners to the Career Development webpage. With the permission of the winners and their nominators, consider adding quotes from their nominations.
 - Post winners to Career Development social media
 - Coordinate with the Career Development Administrative Assistant and Social Media coordinator as appropriate to design and post the picture and names of all winners.
- Create certificates of acknowledgement for all non-winning nominees
 - *See template PDFs. Previous years' certificates can be found in the Career@nau.edu Canva account.*
- Email certificates of acknowledgement to all non-winning nominees
 - CC nominators on these emails
 - *See email templates.*
- Email student employee and supervisor lists used to solicit nominations, announcing winners.
- Clean up the Microsoft Office "Supervisor/Employee/Team of the Year Awards" Team.
 - Remove non-Career Development staff under "Manage Channel".

- Move appropriate files to appropriate Student Employment archive folders in the Career Development Teams files and/or (A:) drive.
- Delete nomination forms from the folders.
- Set up the Teams files for maximum ease of use for next year's award season.
- Reflect on this year's awards process
 - Add or change last year's SOPs as appropriate
 - Make note of any issues that can be better addressed next year

Timeline:

Note: this timeline is a suggestion. In both 2022 and 2023, the nomination period and awarding of the winners took place later in the semester than the following timeline recommends. The proposed timeline below is designed to allow space for deadlines to be delayed as necessary.

- End of Fall semester/ first 2 weeks of Spring Semester:
 - Review timeline and set specific dates. Update the calendar and share with appropriate Career Development staff.
 - Work with Administrative Assistant to update the Career Development webpage
 - Announce nomination deadlines and approximate award distributions
 - Review nomination forms, activate, and link to website
- Within first month of Spring Semester:
 - Begin soliciting nominations
- Within first 6 weeks of Spring Semester:
 - Recruit review committees
 - **Recommend setting up Teams files to allow reviews to begin as nominations are submitted, rather than waiting until the nomination period has ended*
- By Spring Break:
 - Close nomination period
 - Begin Review period
- By 2 weeks after Spring Break:
 - Close review period
- By 3 weeks after Spring Break:
 - Determine winners
 - Email reviewers with results and thank you notes
 - Order physical awards
- By 4 weeks after Spring Break:
 - Email nominators to schedule award presentations
- By 6 weeks after Spring Break:
 - Disperse awards
 - Announce winners
 - Update website with winners
 - Post winners on social media
- By end of the semester:
 - Review SOPs and make notes for next year

Honor your Student Employees!

NAU Student Employment wants YOU to
nominate your colleagues for the annual
Student Employee of the Year
Student Employee Team of the Year
and
Student Employee Supervisor of the
Year
AWARDS!

[CLICK HERE](#) to access the nomination forms and to get more information!

Each spring, NAU recognizes outstanding undergraduate student employees and their supervisors. One student employee, one student employee team, and one student employee supervisor are chosen by an anonymous staff and student committee from nominations submitted by student employees' supervisors and colleagues.

Winners are presented with awards and honored on our website. All nominees receive an acknowledgement honoring their nominations.

Student employees who have accumulated at least one semester of work within your office or department are eligible to receive this award. Nomination criteria are based on the [National Association of Colleges and Employers \(NACE\) Career Readiness Competencies](#), which are incorporated into [student employee performance appraisals](#) at NAU.

The 2022/2023 nomination forms will open February 13.

Nominations will be collected through March 10 at midnight.

Winners will be selected and surprised at work with the presentation of the award by the end of the Spring 2023 semester.

All nominees will receive a certificate of nomination following the presentation of the award.

NAU Career Development

