

EXAMPLE OF A STRONG NOMINATION

Nomination Form Sections with an example below each:

In the space provided below, please give examples of the nominee's quality of work, effective communication, inclusivity, and impact. A strong nomination will have an example of the student's work in all four areas.

Quality of Work. Consider the following questions and characteristics as you describe the work your student employee performs for your office:

- How do they employ critical thinking skills to analyze and resolve difficult problems?
- How do they demonstrate a good attention to detail and balance responsibilities effectively?
- In what ways do they act ethically with integrity and honesty? How have they demonstrated a commitment to the university's [core purpose and values](#)?
- In what ways have they demonstrated initiative, worked independently, and/or taken on challenging assignments?
- In what ways have they exceeded expectations and demonstrated exceptional performance?

EXAMPLE:

STUDENT NAME has passionately worked as a JOB TITLE in DEPARTMENT NAME for three years. She routinely shows great adaptability, resourcefulness, and integrity. For example, she worked with her colleagues to problem solve in a difficult situation and resolved the issue. She has consistently shown incredible initiative by taking on new jobs and volunteering to help at work when she saw a need. STUDENT has routinely gone above and beyond in exemplifying creative and critical thinking skills to assess problems, a quality that arises from the experience she brings to the table. STUDENT embodies the spirit of the Core Purpose as a JOB TITLE for both her staff and students, and she exemplifies the university's core values—especially leadership and responsibility.

Effective Communication. Consider the following questions as you describe your student employee's communication skills with other student employees, staff members, and office leadership:

- How well do they communicate verbally and in writing?
- In what ways do they positively represent your office through both their words and actions?
- How do they provide excellent customer service to your office's stakeholders?

EXAMPLE:

STUDENT has shown great skill and initiative in communicating with clients. He is very positive and greets all newcomers in a friendly manner. He is very professional with me (his supervisor) and other co-workers; while being friendly and approachable to students. STUDENT has also improved the unit's communication processes and webpage by offering suggestions and volunteering to update wording and graphics that were outdated. The communication that is now much improved will benefit many students in the future.

Impact. Consider the following question as you describe the impact of your student employee's work:

- What has been the outcome of their work product within your office, CSU, and/or across the University?
- In what ways has their work positively benefitted the Longhorn community?

EXAMPLE:

STUDENT has made a huge impact in our research unit by creating a new process to analyze data. The work completed by STUDENT will add to the body of research in this area and will directly impact possible decisions made at UT related to this issue, and to the community as a whole as the research helps lawmakers decide issues related to the homeless population here in Austin, and beyond.