CSUN

CSUN Student Assistant of the Year Award Nomination Form

The CSUN Student Assistant of the Year Award is granted annually to one student employee in a Student Assistant classification, who demonstrates exceptional contributions to their department by their outstanding skill-set, professionalism and quality of work and service to the University community.

One Student Assistant will be honored for this award.

Criteria:

Nominations <u>must</u> provide specific examples of how the nominee has demonstrated the following:

1. Reliability & Professionalism –
   - Demonstrates trustworthiness and dependability. Accepts all assignments and always performs as expected in a timely manner; keeps on schedule. Holds self accountable for achieving results.
   - Demonstrates professional character, respect, ability to prioritize and communicate proactively both in person and by phone.
2. Initiative & Contribution –

- ○ Demonstrates initiative. Seeks out assignments and assumes greater responsibility.
- ○ Demonstrates creativity and imagination when contributing suggestions for change/improvement.

Eligibility:

Recipient must be a student or recent graduate that was enrolled during the 2023-2024 Academic Year for at least 6 units; worked an average of 10 or more hours per week as a Student Assistant during the academic periods; maintained at least an overall 2.0 GPA; and have been employed in the department at least 1 year at the time of nomination.

Award:

Recipient of the CSUN Student Assistant of the Year Award will receive a $100 award and a commemorative gift. They will be honored at the Annual Staff Service and Recognition of Excellence Award event.

Tips for writing your nomination:

Considering the criteria and values noted above, provide specific examples, feedback, quotes, or other evidence to tell us *why* the individual deserves to be recognized for the CSUN Student of the Year Award.

- Describe how the university, students, faculty, staff, etc. have been impacted or have benefited from the individual's work.
- Demonstrate how the individual's work or behavior aligns with the University's <u>mission, values, and vision</u>

The *quantity* of nominations is not taken into consideration. It is the **quality** of your written nomination, which must include specific

examples, that is key in the selection committee's review of nominations.

Be prepared to complete your submission in one sitting as the form will not auto-save your progress. It is recommended that you type out your nomination responses in a separate word document prior to entering your responses in this survey.

If you are not the nominee's direct supervisor, please consider sharing with the nominee's supervisor, that you have submitted a nomination.

Nomination:

Nominations must be complete and received by 5:00 p.m. Friday, June 21, 2024.

Nominee Information

Nominee's First Name

Nominee's Last Name

Nominees' CSUN ID# (If unknown, enter N/A)

Nominee's CSUN E-mail

[   ]

Initial Date of Hire by Department

[   ]

Nominee's Department

[   ]

Nominator Information

Nominator's Full Name (You)

[   ]

Nominator's Department

[   ]

Nominator's Title

[   ]

Relationship to Nominee (Colleague, Supervisor, etc.)

[   ]

Nominator's E-Mail

[   ]

Nominator's Campus Phone

[   ]

Supervisor Information (To be completed if different than Nominator)

Nominee's Supervisor/Manager (First and Last Name)

[   ]

Nominee's Supervisor/Manager's E-Mail

[   ]

Nominee's Supervisor/Manager's Title

[   ]

Nominee's Supervisor/Manager's Campus Phone

[   ]

1. RELIABILITY & PROFESSIONALISM: Describe how the nominee demonstrates trustworthiness and dependability and conducts themselves in a professional manner.

[   ]

2. INITIATIVE & CONTRIBUTION: Provide examples of how the nominee demonstrates initiative and contributes constructively and creatively.

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