

WESTERN ILLINOIS UNIVERSITY SUPERVISOR OF THE YEAR GUIDELINES

Eligible Supervisors

Supervisors must be current civil service employees, administrative employees, or faculty at WIU. The nominee must be your current or past supervisor.

Selection Criteria

Supervisors must be nominated by student employees and will be evaluated on the following criteria:

- How has your supervisor influenced your life, academics, and/or career aspirations?
- How has your supervisor helped you build skills and technical knowledge?
- How has your supervisor helped you foster professionalism?
- How has your supervisor provided proper training, organization, and planning to help you succeed in your job?
- How has your supervisor served as positive role model to you?

Submit Nomination

Send completed nomination form and letter to the WIU Student Employment Office, 127 Sherman Hall or by e-mail to FinAid-Employment@wiu.edu.

Deadline

Deadline for nomination letters is **March 21, 2012**. Nomination forms received after this deadline will not be considered by the selection committee.

Award

The winning supervisor of the Year will be recognized during National Student Employment Week.

**WESTERN ILLINOIS UNIVERSITY
2012 SUPERVISOR OF THE YEAR NOMINATION FORM**

Supervisor's Last Name: _____

Supervisor's First Name: _____

Supervisor's Department: _____

Supervisor's Phone Number: _____

Your (Student) Last Name: _____

Your (Student) First Name: _____

Student Phone Number: _____

Please consider the following criteria when writing your letter of nomination.

- **How has your supervisor influenced your life, academics, and/or career aspirations?**
- **How has your supervisor helped you build skills and technical knowledge?**
- **How has your supervisor helped you foster professionalism?**
- **How has your supervisor provided proper training, organization, and planning to help you succeed in your job?**
- **How has your supervisor served as positive role model to you?**