

**A. Robert Rainville Student Employee Leadership
2011/2012**

CONGRATULATIONS!

A member of the university community is recognizing your skills for one of the most prestigious awards given to an undergraduate. You have been nominated for the Student Employee Leadership Award.

To continue to be eligible for this award, please complete your application immediately and return it to the Student Involvement office in the Memorial Union. Or email your application to rainvill@etal.uri.edu.

For more information about the award, go to www.uri.edu/rainville. or call the Student Involvement Office at 874-2726.

You must include all information requested below on your application

- Your Name
- Student ID number
- Local on/off campus address
- Cell Phone or other
- Work phone
- Email
- Expected graduation date
- Number of credits currently enrolled
- Major
- GPA (minimum 2.5 required)

Complete this list about your on-campus employment

- Department
- Job Title
- Number of work hours per week
- Dates employed from-to
- How many semesters worked

B) Typed written response is required for the following questions. Be descriptive.

- 1) What have you personally gained from the work experiences listed above?
- 2) How have the above work experiences changed you or contributed to your personal growth?
- 3) How have these work experiences contributed to the betterment of the community?
- 4) What motivates you to go beyond the minimum job requirement?
- 5) What is the one quality a student employee should possess? Why?

The following information is not part of the award criteria, but assists the selection committee in the evaluation

1. List your membership and participation in student organizations.
2. List any paid work you have done off-campus since becoming a URI student
3. Describe any other responsibilities you have while you are a student (e.g., athletics, dependent care, etc.)

Required: Two fully completed evaluations. One must be from a work supervisor and one may be from a co-worker, student, staff, or faculty member. You should bring in evaluations or have writer email evaluation to rainvill@etal.uri.edu

Return to:
Student Involvement Office
Memorial Union Room 210

Or email your application to rainvill@etal.uri.edu

Return by Friday, February 17, 2012
Incomplete applications will be judged on their merits

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Evaluation Format for evaluation writers

Please include this information on your evaluation letter

- Student Name
- Evaluators Name
- Evaluators phone number
- Date

If asked, are you willing to be interviewed to discuss the student's work responsibilities? _____

As an evaluator please include the nominated student's name at the top and your name, campus address, phone number and email address

As an evaluator please return evaluation to the student, bring the evaluation to Memorial Union Room 210 or email your evaluation to rainvill@etal.uri.edu

Evaluations are due before Friday, February 17, 2012

As an evaluator you must comment/answer all 6 questions:

- How does the student make a significant contribution to the work environment:
- How does the student's contribution impact the University Community?
- What employment traits such as honesty and punctuality does the student demonstrate?
- What is the students' strongest trait and how does that reflect in their job performance?
- If applicable, please identify independent projects or additional responsibilities performed by the student.
- Please comment on the interpersonal skills of the student in regard to customer service and/or interaction with students, faculty and staff.

Give this information sheet to your evaluation writer

Students must return their completed applications by February 17, 2012 in order to be eligible to be considered as a finalist for the award.