

**TRU CO-OP STUDENT OF THE YEAR AWARD
EMPLOYER NOMINATION FORM**

To be completed by the student:

First Name:		Last Name:	
Signature:		Date:	

To be completed by the employer:

First Name:		Last Name:	
Position Title:		Phone Number:	
Organization/ Company:		Email:	

The above student is being considered for the TRU Co-op Student of the Year Award. Your frank and thoughtful comments about the candidate’s performance in your workplace will assist the review committee in assessing the student’s accomplishments.

Dates of student’s employment in your workplace: _____

What was the nature of your association with the student (circle)? Manager Supervisor Co-worker

How well do you know the applicant? (circle) Slightly Reasonably Well Very Well

Part I: Accomplishment Ranking

Please rank this student’s accomplishments in comparison to other students or comparable workers you have employed using the table below.

	Top 3%	Top 10%	Top 25%	Top 50%	Bottom 50%	Unable to judge
Performance Has sense of responsibility is productive						
Reliability Is prompt, dependable, conscientious						
Ability to work collaboratively Respects others						
Initiative Skillfully and creatively manages resources						
Problem-solving ability Analyzes problems, has common sense, is decisive						
Maturity Responds well under pressure, acts on constructive criticism						

Integrity Is honest, behaves ethically						
Empathy Understands and respects disparate perspectives						
Adaptability Is flexible, adapts easily to change						
Listening ability Listens actively, checks for understanding						
Willingness to learn Eager to master new duties and tasks						
Written communication skills Communicates clearly and effectively						
Oral communication skills Communicates clearly and effectively						
Technical skills Good understanding and ability to use technology effectively						

Part II: Recommendation Letter

Please attach a letter (2-pages maximum, 1 inch margins, 10-point font minimum) on company/organization letterhead. Your letter is a vital component of the adjudication process; please provide detailed examples and offer insights into the student’s work habits and character where possible. Please answer the following questions in your letter:

- What were the student’s duties/responsibilities?
- Did the student have any outstanding work achievements that make this candidate an exemplary co-op student (cost-savings, process/quality improvements, design/development innovations, improved customer service, significant research, or other initiatives)?
- How was the student’s performance in comparison to your expectations?
- How did this student, or co-op student in general, benefit the department/company?
- What else would you like us to know about the student’s performance?

Please include your signature at the bottom of the letter, in addition this evaluation form.

Note: *The winner of this award will be nominated by Thompson Rivers University for the provincial and national Student of the Year Award competitions. You will be notified if your candidate is the successful nominee and may be asked to submit revised letters reflecting the other award criteria.*

Employer Signature

Date