



STUDENT EMPLOYEE

of the Year

How to Nominate a Student for the Student Employee of the Year Awards

Thank you for choosing to recognize your exemplary student(s)!

Please note that all student nominees will be considered for all awards by the Selection Committee; you are unable to nominate a student for a specific award.


For information about the awards and criteria, visit <http://career.fsu.edu/Faculty/SEOTY>.

Step 1 – Visit <https://seoty-fsu.us.fluidreview.com> and sign in with your FSU ID and password.



The screenshot shows the top section of the nomination website. On the left is the logo for 'STUDENT EMPLOYEE of the Year'. To the right, the text reads 'Student Employee of the Year' and 'Florida State University Career Center'. Below the logo is a 'HELP' link. On the right side, a 'Sign in with FSUID' button is highlighted with a red rounded rectangle. At the bottom left, there is a welcome message: 'Welcome the Student Employee of the Year Nomination site!' followed by a paragraph: 'The Florida State University Student Employee of the Year Awards seek to recognize FSU's outstanding student employees for their contributions to the university.'

Step 2 – Enter a title for your nomination and click the green “Get Started” button. The title should contain the name of the student you are nominating.

 **STUDENT EMPLOYEE**
of the Year

Student Employee of the Year
Florida State University Career Center

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Nominations

Hi, Michelle

You haven't submitted anything yet.

Create a new nomination?

Please fill any of the necessary information shown below (if applicable) to get started.

Please enter a name for your submission:

Step 3 – Click the black “Start” button

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NOMINATIONS HELP SETTINGS

✓ Your nomination, "Jane Doe Nomination", has been created. ×

[Home](#) > [Jane Doe Nomination](#)

Jane Doe Nomination (N-8711004893)

[Edit Information](#)

Progress

This nomination is **0.0%** complete. You still need to:

- Complete task "Fill out the Nomination Form"
- Submit

[Withdraw Nomination](#)

[Create Another Nomination](#)

TASK	DEADLINE	STATUS	ACTIONS
Fill out the Nomination Form	02/19/2018 11:59:00 PM UTC	INCOMPLETE	Start
Submit your Nomination	02/19/2018 11:59:00 PM EST	PREREQUISITES NOT MET	

Criteria:
For FSU students to participate and be nominated as the SEOTY, they must meet the minimum qualifications

Degree-seeking student (undergraduate or graduate) currently enrolled in a minimum of 6 credit hours

Nominees may be undergraduate/graduate students employed as Student Assistants, Federal Work Study, Student Interns, Student Ambassadors, or Graduate/Teaching/Research Assistants

Step 4 – Fill out the nomination form.

To see an example of a quality nomination, visit <http://career.fsu.edu/Faculty/SEOTY> and click on the “Awards and Nominations” heading.

Step 5 – After you finish the nomination form, you will be taken back to the Nomination landing page. Click the green “Submit your Nomination” when you have finished writing your nomination.

The screenshot shows the 'Student Employee of the Year' nomination page. At the top, there is a logo for 'STUDENT EMPLOYEE of the Year' and the text 'Student Employee of the Year Florida State University Career Center'. Below the logo are navigation links for 'NOMINATIONS', 'HELP', and 'SETTINGS'. A green notification box at the top states 'Your form has been completed successfully.' Below this is a breadcrumb trail: 'Home > Jane Doe Nomination'. The main heading is 'Jane Doe Nomination (N-8711004893)'. To the right of the heading are buttons for 'Edit Information' and 'Download nomination'. Below the heading is a 'Progress' section with a green progress bar and the text 'This nomination is 50.0% complete. You still need to:'. A list of actions is shown: 'Submit', 'Withdraw Nomination', and 'Create Another Nomination'. A table with columns 'TASK', 'DEADLINE', 'STATUS', and 'ACTIONS' is displayed. The first row is 'Fill out the Nomination Form' with a deadline of '02/19/2018 11:59:00 PM UTC' and a 'COMPLETE' status. The second row is 'Submit your Nomination' with a deadline of '02/19/2018 11:59:00 PM EST' and an 'INCOMPLETE' status. The 'Submit your Nomination' button in the second row is highlighted with a red box. Below the table, there is a section titled 'For FSU students to participate and be nominated as the SEOTY, they must meet the minimum qualifications' followed by a list of requirements: 'Degree-seeking student (undergraduate or graduate) currently enrolled in a minimum of 6 credit hours', 'Nominees may be undergraduate/graduate students employed as Student Assistants, Federal Work Study, Student Interns, Student Ambassadors, or Graduate/Teaching/Research Assistants', and 'Must be employed by Florida State University for a minimum of 3 months at time of nomination'.

Step 6 – Submit your nomination by clicking the green “Continue” button on the next screen. You will receive an email confirmation after you click this button.

The screenshot shows the 'Submit your nomination' page. At the top, there is a logo for 'STUDENT EMPLOYEE of the Year' and the text 'Student Employee of the Year Florida State University Career Center'. Below the logo are navigation links for 'NOMINATIONS', 'HELP', and 'SETTINGS'. A breadcrumb trail is shown: 'Home > Jane Doe Nomination > Submit your Nomination'. The main heading is 'Submit your nomination'. Below the heading is a message: 'Thank you for nominating a student for the Student Employee of the Year awards!'. Below this is a message: 'Click the green "Continue" button below to submit your nomination.'. Below that is a message: 'You will receive an email confirming your nomination has been successfully submitted after you click the "Continue" button.'. At the bottom, there are two buttons: 'Cancel' and 'Continue'. The 'Continue' button is highlighted with a red box.