

# Co-op Employer of the Year Nomination Package

## Employer Nominated:

Company:

Employer Contact & Job Title:

Email:

Phone:

## Student Nominator Information:

Name:

Student ID:

Degree Program:

Email:

Date:

Nominator's Signature:

I nominate the above employer for the University of Guelph Co-op Employer of the Year Award

## Co-op Coordinator Information:

Name:

Department:

Email:

Phone:

Co-op Coordinator's Signature:

Date:

I support the above employer for the University of Guelph Co-op Employer of the Year Award

## Nomination Checklist:

Nomination form signed by student nominator

Student nominator's letter of support is signed (2 pages maximum)

**\*For Co-op office use only: To be completed following the nomination package submission. Co-op to provide:**

Nomination form signed by Co-op Coordinator

Co-op Coordinator documentation

**\*The nomination package can be emailed to [recruit@uoguelph.ca](mailto:recruit@uoguelph.ca)**

# Student Nominator Guidelines

## Co-op Employer of the Year

### A. Student Nominator's Letter (maximum 2 pages)

For best results, your letter should describe your experience in the workplace. Be specific in your examples. We have provided the scoring criteria for the awards and a sample letter to guide you. To begin, consider the following questions:

- What motivated you to nominate this employer?
- Can you describe the work experience they provided to you?
- What were your initial expectations and how did the employer surpass these expectations?
- How did this employer contribute to your professional growth (career, personal or academic development)?
- Were mentoring relationships provided to you during this work term?
- How does this employer foster exceptional experience for our Co-op students?
- What would you tell other Co-op students about this employer?
- How did this employer contribute to Co-operative Education?

### B. Scoring Criteria

The Co-op Awards Selection Committee scores nominees as follows:

- Quality of work experience (15 points)
- Contribution to Co-op education (10 points)
- Provision for a professional growth experience - career, personal or academic development (10 points)
- The mentoring relationship provided to the student during the work term (10 points)
- Evaluator assessment and recognition of intangible qualities of nominee (5 points)

Note: The Selection Committee will announce the winners before December 31 (of the current year). The winners will receive an engraved recognition piece and a permanent placement on a plaque. An awards reception will be held in March of the following year.

## C. Sample Student Nomination Letter

Co-op Employer of the Year  
Co-operative Education department  
Trent Lane, Building #54  
University of Guelph  
Guelph, ON  
N1G 2W1

Dear Selection Committee,

I am pleased to submit this proposal to nominate ABC Company as Co-op Employer of the Year. ABC is a leader in Guidance Research and specializes in product testing. Its unique Corporate Culture demonstrated open communication between all levels of the organization, positive reinforcement and an environment that encourages professional growth for each individual employee. ABC has been a part of the Co-operative Education program at the University of Guelph for more than 10 years and has continued to show dedication in supporting the University in providing its students with an exceptional educational experience.

As a Co-op student at ABC, I have had the privilege to work on projects of different scales. These exceptional opportunities include: being involved in numerous client presentations, tradeshow initiatives pertaining to the Marketing Research industry, having numerous memberships to Marketing Research associations, as well as taking on a Junior Researcher position on a piece of proprietary research that is also a joint venture initiative. This joint venture project has been accepted to showcase its results at a Marketing Research and Intelligence Association conference in Winnipeg, Manitoba. ABC has provided me with the opportunity to attend this conference during my work term.

In addition to the endless opportunities listed above, ABC has demonstrated outstanding mentorship practices that have contributed greatly to my educational experiences at the University of Guelph. Management at all levels of the organization have supported me through professional growth experiences, also encouraging confidence and vigor on a personal level. Initially, I was hired on to complete a four-month work term at ABC, however, due to the endless project initiatives; ABC has provided me with an additional four-month work term, which progressed to a summer contract, for a total of a 12-month position.

ABC often goes out of its way to hire co-op students when they know there are a large number searching for that first work-term experience. Not only have they fostered exceptional interest in my Co-op experience, but they have also demonstrated dedication and positive contribution to the entire Co-operative Education program at the University of Guelph. ABC provides each co-op student with adequate professional growth experience and contributes to incomparable mentorship relations; thus, I am pleased to nominate ABC Company as Co-op Employer of the Year.

Sincerely,

(include signature)  
Jane Doe