






Employability Excellence Awards 2017

Guidelines for Employability Partners

The University of Southampton recognises the importance for students to gain meaningful work experience whilst studying. To acknowledge the valuable contribution that organisations and individuals make to the future employability of our students we are holding the Employability Excellence Awards in October 2017. We are inviting nominations from organisations that have hosted students from the University of Southampton during the 2016/17 academic year to showcase the excellent work by their student during their work experience programme. In order to qualify for the awards students and providers must have participated in one of the following programmes through the Careers and Employability Service during the 2016/17 academic year:

-  *Excel Southampton Internship Programme (incl. Santander Universities Internship Programmes)*
-  *Business Innovation Programme*
-  *Volunteering Bank*
-  *Career Mentoring Programme*
-  *Year in Employment Placement Programme*

Student Achievement Awards

Open to all work experience providers

INNOVATION

What are we looking for? Demonstrating the impact made by the student(s) through the use of creativity and fresh thinking. This can be related to products, services, processes or systems.

- How was the activity/development innovative?
- How the innovation addresses a need/problem
- What is the short and potential long term impact of the innovative activity?

RESEARCH

What are we looking for? Showcasing research excellence by the student(s) either in a commercial or academic capacity. This can be demonstrated by the value attributed to their work in research and its potential to change the world for the better.

- Evidence of excellence in research methods/skills
- What is distinguishing about the research?
- What is the short and potential long term impact of the research?

TECHNOLOGY

What are we looking for? For demonstrating the creation and/or advancement of technology during the work experience role.

- Actions taken in progressing an idea into new technology
- What makes this technological development game-changing?
- The impact this development has had or is likely to have

BUSINESS DEVELOPMENT

What are we looking for? For driving the organisation forward in a positive way, either strategically or operationally. This can be demonstrated by the potential or achieved impact of the activity.

- Actions taken to progress the business
- What is novel about the approach/development?
- The impact this development has had or is likely to have

SOCIAL IMPACT

What are we looking for? For specifically assisting a third sector organisation in having an effect on the surrounding community in a tangible and positive way.

- How the student(s) used their influence or creativity to have a positive social impact
- What is the measurable impact on the community?
- What enabled a tangible impact?

Student Skills Awards

Open to all work experience providers and mentors

PERSONAL DEVELOPMENT

What are we looking for? For growth in terms of employability and life skills, for example increased leadership, communication or teamwork as well as confidence and self-awareness, whereby the developments will benefit the student's future employability.

- Description of the student's progression and growth
- Motivation to develop including any steps taken to overcome challenges if necessary
- The impact the development may have on the student's future

WORK ETHIC

What are we looking for? Where hard work and diligence has made the greatest impression on the work experience provider and the people within their department or team.

- How has the student(s) gone above and beyond what was required of the role?
- What impact has dedication had on the department or team?
- What evidence is there to demonstrate that the work ethic improved the outcome?

INITIATIVE

What are we looking for? Has independently made decisions, or taken the lead, in order to have a positive impact on either themselves or the organisation

- Evidence of how the initiative was demonstrated or taken
- What were the stand out actions of the approach?
- The impact of independent thinking and creativity

TEAMWORK & COLLABORATION

What are we looking for? For demonstrating an exceptional ability in collaboration or teamwork when engaging with colleagues, clients or other stakeholders.

- Evidence of situations that demonstrated outstanding collaboration
- What specific actions were taken to utilise teamwork or collaboration to ensure a positive outcome?
- What has been the direct benefit to the organisation or individuals with whom they collaborated?

President and Vice-Chancellor's Award for Outstanding Achievement

Each category winner will receive an award and cash prize. Their nomination will be put forward to the President and Vice-Chancellor of the University of Southampton, Professor Sir Christopher Snowden, who will choose the winner of the "President and Vice-Chancellor's Award for Outstanding Achievement".

How to Nominate

Please complete the nomination form, indicating clearly who you are nominating and the award for which they are being nominated. If you wish to nominate for more than one award, please submit each nomination on a separate form as we are only able to accept one nomination per form.

Nominations can be for individual students only, unless they have participated in the Business Innovation Programme in which case a team of students can be nominated.

Nominations must be submitted electronically and emailed to the address detailed on the nomination form by the submission deadline below.

Nominations must be received no later than **MIDNIGHT on Friday 16th June 2017.
Any submissions received after this time will not be accepted.**

Judging

The Judging Panel will consist of members from different sectors and organisations including a representative from the University of Southampton.

The judges' decision will be final however, should they require additional information about a particular nomination you may be contacted to provide this to support their decision making. Judges will not be representatives from organisations that have participated in the work experience programmes during 2016/17 and will therefore be impartial.

All nominees will be contacted to inform them that they have been nominated for an award and will be required to confirm their attendance at the Employability Excellence Awards ceremony. If they are unable to attend they will be requested to provide a name of someone to attend the ceremony on their behalf.

On behalf of the University of Southampton we would like to take this opportunity to thank you for your contribution to our programmes during 2016/17 and look forward to receiving your nominations for the Employability Excellence Awards.