






Employability Excellence Awards 2017

Guidelines for Students

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 your future employability we are holding the Employability Excellence Awards Ceremony 2017 in October. We are inviting you to nominate your work experience provider for an award in recognition of the invaluable opportunity they provided. 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*

Employability Partner Awards

MOST INSPIRING INDIVIDUAL

What are we looking for? An individual that has conducted themselves in such a manner that has inspired you and your future career aspirations.

- How has this individual shown desire to achieve success and inspired you to do the same?
- What impact has this person had on you?
- What tangible outcome will/could this have on your future?

BEST EXPERIENCE WITHIN A SMALL TO MEDIUM ENTERPRISE (SME)

Who can be nominated? Private sector organisations with under 250 employees

What are we looking for? A work experience provider that has offered an exceptional experience and given you the support and opportunities to develop in your role and gain new skills through:

- Additional opportunities, training or responsibilities offered
- Support provided to encourage development
- The impact this organisation has had on your future employability

BEST EXPERIENCE WITHIN A LARGE ORGANISATION

Who can be nominated? Large corporations and public sector organisations with over 250 staff

What are we looking for? A work experience provider that has offered an exceptional experience and given you the support and opportunities to develop in your role and gain new skills through:

- Additional opportunities, training or responsibilities offered
- Support provided to encourage development
- The impact this organisation has had on your future employability

BEST EXPERIENCE WITHIN A THIRD SECTOR ORGANISATION

Who can be nominated? Third sector organisations

What are we looking for? A work experience provider that has offered an exceptional experience and given you the support and opportunities to develop in your role and gain new skills through:

- Additional opportunities, training or responsibilities offered
- Support provided to encourage development
- The impact this organisation has had on your future employability

GREATEST PREPARATION FOR GRADUATE EMPLOYMENT

What are we looking for? Where your work experience provider has significantly inspired your career and offered exceptional opportunities to build employability skills.

- How has your work experience prepared you for graduate employment?
- What specific employability skills have you obtained that will improve your graduate prospects?
- How has this opportunity influenced your future career aspirations?

How to Nominate

Please complete the attached 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 organisations or individual mentors, supervisors or managers.

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

Students who submit winning nominations for each of the 5 award categories will receive a £25 Amazon voucher.

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 participation in our work experience programmes during 2016/17 and look forward to receiving your nominations for the Employability Excellence Awards.