



# Iowa Business Education Association Outstanding Business Student Recognition

*Only IBEA members may nominate students*

**DEADLINE May 1**

The Iowa Business Education Association recognizes and celebrates Outstanding Business Students at both the secondary and post-secondary levels. IBEA member business educators across the State of Iowa are invited to participate in the IBEA Outstanding Business Student recognition program.

## **Guidelines for recognizing an Outstanding Business Student:**

- 1.** Business educators (IBEA members only) may nominate up to five (5) students per year.
- 2.** Grade level eligibility:
  - a. Secondary: 12<sup>th</sup> graders
  - b. Post-Secondary: Must have completed at least half of a collegiate program
- 3.** Student(s) nominated must meet or exceed an outstanding level for the following five (5) employability skills.  
*(Referenced from the Hire Me First program materials)*
  - Work Habits and Attitudes
  - Cooperation
  - Commitment to Quality
  - Quantity of Work
  - Attendance and Punctuality
- 4.** Business educators nominate students by submitting the student name(s) to the IBEA Awards Chairperson by the deadline.
- 5.** Awards Chairperson will:
  - a. prepare certificate(s)
  - b. prepare a sample presentation script (as an option to be used by educator when recognizing the student)
  - c. have certificate(s) signed by the IBEA President
  - d. distribute materials to the nominating business educator as soon as possible (in time for school awards programs)
  - e. Create a display for the upcoming IBEA State Convention of student names and schools of those who received the IBEA Outstanding Business Student Award the previous spring

**Return this form by the stated deadline to: IBEA Awards Chair, Katherine Noe, [katherine.noe@danvillecsd.org](mailto:katherine.noe@danvillecsd.org)**

**Nominees must meet the following criteria. The criteria listed represents the Outstanding Level of the *Hire Me First* employability skills.**

- 1. Work Habits and Attitudes** – Demonstrates initiative, flexibility, task completion, and efficient time management
  - Shows initiative
  - Follows through on tasks
  - Responds well to changes
  - Maximizes time available
  - Goes beyond expectations
- 2. Cooperation** – Interacts respectfully, works successfully with others, and contributes productively as a member of a team
  - Facilitates positive group dynamics and respectful environment
  - Always plays a pivotal role in success of group efforts
- 3. Commitment to Quality** – Gives best effort, evaluates work, and completes work to quality standards
  - Always turns in work with outstanding accuracy, and thoroughness
  - Exceeds requirements
- 4. Quantity of Work** – Actively participates and contributes to the learning environment in a consistent and dependable manner
  - Excellent worker
  - Turns in all work
- 5. Attendance and Punctuality** – Absenteeism and/or tardiness is the number one reason for termination of employment
  - 0-1 Absences/Tardies

**Nomination Information**

<b>Current Date</b>			
<b>Business Educator Name</b>			
<b>School Name</b>			
<b>School Mailing Address</b>			
<b>School Phone</b>		<b>Email</b>	
<b>Awards/Senior Recognition Date</b>	<i>If applicable</i>		

The following student(s) are eligible:

- 1. High school seniors OR students who have completed at least ½ of a college degree program**
- 2. AND have achieved an outstanding level of the *Hire Me First* employability skills.**

<b>Student #1 Name</b>	
<b>Student #2 Name</b>	
<b>Student #3 Name</b>	
<b>Student #4 Name</b>	
<b>Student #5 Name</b>	



Thank you for taking the time to recognize the contributions and accomplishments of your students. IBEA looks forward to celebrating these nominees with you at the annual fall conference!