

## Ways to Recognize Your Student Employees

Below are some fun ways to recognize your student employees:

- Hang appreciation banners or posters in your department.
  - Decorate office doors or bulletin boards with posters expressing appreciation to student employees and listing all employees' names.
  - Create an office "hall of fame"; it could be as simple as creating a collage of your employees and displaying it on a campus screen or bulletin board to showcase their work.
- Create homemade or handwrite thank-you cards or send an e-card or personalized email.
- Create certificates or office superlative award, examples:
  - Most Organized
  - Most Creative
  - Best Team Player
  - Best Customer Service
- Create a rotating office trophy that could be passed around from employee to employee.
- Verbally thank employees and offer to be a mentor or reference for them.
- Publicly thank employees on your social media, department webpage, in a university newsletter, or during a staff meeting.
- If student employees are comfortable, recognize and celebrate their birthdays.
- Implement a peer-recognition program. Leave pieces of paper in a common space and allow people to write kudo messages to their peers and post them on a bulletin board, leave them in a staff mailbox, or hand-deliver them.
- Host an appreciation program for your student employees, example, get everyone together to play board games.
- Give student employees their favorite snack, such as candy, popcorn, cookies, etc. (be aware of any allergies beforehand, and recommended not to give them anything homemade)
- Create your own!

### Get to know your student employees

When you hire a student employee, it is a good practice to have students fill out an "about me" form, so you can get to know them more. Human Resources has an example [Recognition Matrix](#) on their website, example questions could be:

- What do you hope to get out this position?
- What are your goals with your major?
- How do you like to be supervised?
- How do you like to be recognized?
- How do you like to receive feedback?
- What are some of your favorite snacks?
- If comfortable sharing, when is your birthday?