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 handwritten 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?