



# STUDENT EMPLOYEE APPRECIATION TOOLKIT

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# RECOGNIZING STUDENT EMPLOYEES

*Showing appreciation to student employees lets them know their efforts are seen, motivates them to improve their work, and can play a key role in retaining them as a member of your team. Use this guide to generate ideas for how your team can show appreciation to student employees!*

## Student Employee Appreciation Week

Take time to recognize student employees during Student Employee Appreciation Week each year! This week is part of a national effort to recognize the contributions of student employees and it coincides with the awarding of the Student Employee of the Year at LSU.

**Nominate a student employee for Student Employee of the Year:** Do you have an exceptional student employee who you would like to recognize for their contributions? Nominations are accepted annually in early Spring. Learn more about [LSU's Student Employee of the Year nomination and award process](#).

In addition to nominating an exceptional employee each Spring, we encourage you to consider other ways you can recognize all of your student employees during Student Employee Appreciation Week and periodically throughout the year.

## Social Media Posts

Student employees contribute a lot of time and energy to their work for the betterment of your office. Giving them a shout out on social media is a great way to publicly recognize their contributions and boost morale.

Create a social media post to display the efforts and hard work of student employees. Consider posting periodically, not just during Student Employee Appreciation Week. See LSU Global's example post below!

Include a picture of the student, if they are willing, and a fact about them or their role on your team to allow other students to get to know the better. Students love to see other students on social media and this is also a great way to promote your office as an employer to future hires.

Gather and share quotes from staff about the impact student employees have on your work.

Recognize and congratulate your students on social media as they graduate.



# RECOGNIZING EMPLOYEES

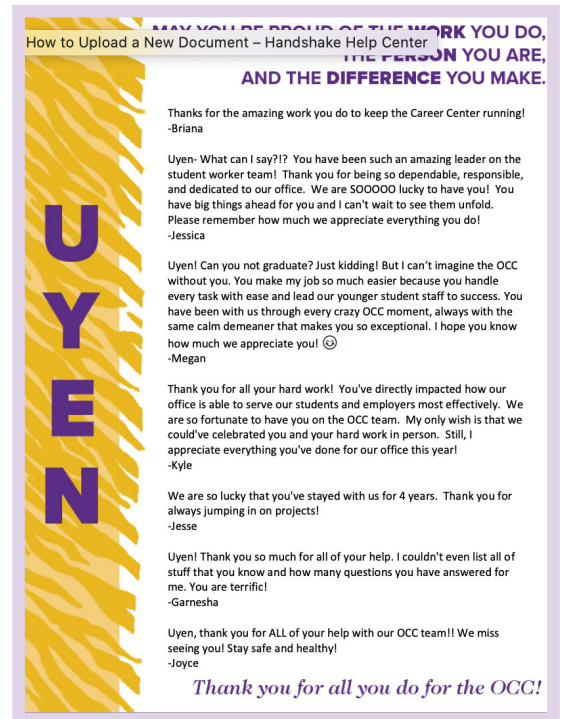
## Appreciation Signs

Have a full-time staff member, or other student employees, create an appreciation sign for every student employee or for employee teams each semester.

This could be placed at the student employees work-desk or in a common area.

Use a large piece of paper, poster board, or whatever material is convenient. Have staff write directly on the sign with encouraging words of appreciation.

In a virtual environment, this can be done in a Word or PDF document for ease of sharing. Design the document in Word, then have staff submit brief notes of appreciation by email to be pasted into the document.



Example document shared virtually with an LSU Olinde Career Center student employee.



We've included a fillable Appreciation Sign template on the next page for your convenience!

## Recognition Wall

Utilize a wall space or bulletin board in a common area of the office to post 'shout outs' for student employees with encouraging words or compliments about recent tasks completed by specific student employees. Passing by a wall of encouragement can help to maintain motivation and inspire them to continue taking initiative.

This bulletin board could have contributions from the entire office, or just fellow student employees.

Encourage all participants to post on the bulletin board themselves when they believe a student employee has done a good job on a particular task.

If you use a movable posting option, the bulletin board can be cleared periodically, where students can have the option to keep a post on the board about themselves.





May you be proud of the **person** you are,  
the **work** you do,  
and the **difference** you make.

THANK YOU!

# RECOGNIZING EMPLOYEES

## Goodie Bags

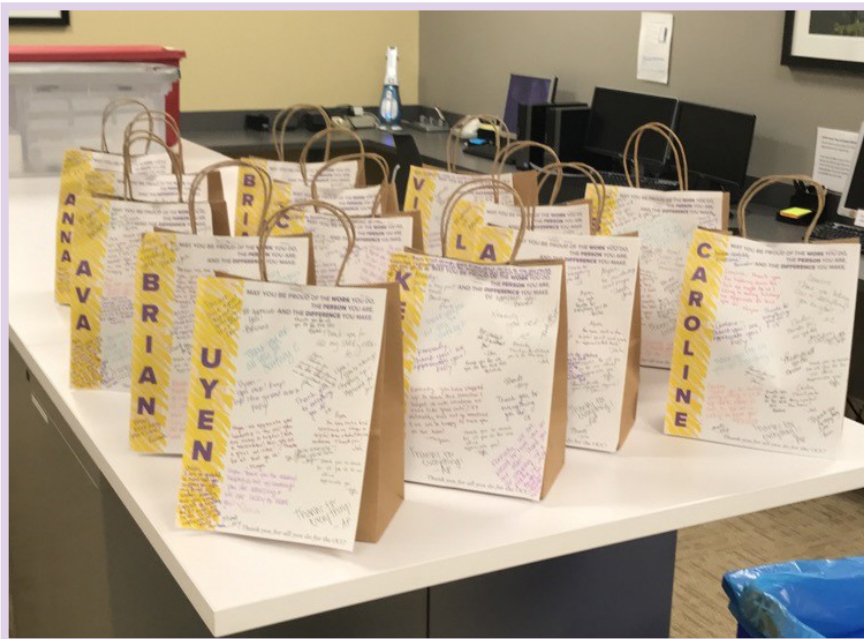
Goodie Bags are a great way to add a small pick-me-up to an employee's day. It's especially appreciated in times that are busy in the office or with academics (event season, midterms, finals).

Encourage each staff member to bring in a small item to contribute to goodie bags. Staff should bring enough of each small item to put one of each into enough goodie bags for every student worker, and hand out to student workers periodically (monthly, for campus wide holidays, or upon completion of a large task).

Bags can contain popcorn, candy, school supplies, cookies, sticky notes, pens, and more.

Bags could contain a theme (depending on the time) such as:

- "Finals survival kit"- Encourage each staff member to bring a "survival" treat of their choice.
- "Student Worker emergency kit"- Encourage each staff member to bring their favorite "emergency" treat.



We've included a few sample, snack-themed signs and goodie bag tags on the following pages for your convenience!

Canva is also a great, free resource for designing things like goodie bag tags. Visit [canva.com](https://www.canva.com).



# DONUT

*what we would do  
without you!*

Enjoy donuts on us!

**You're all that  
and a bag  
of chips!**



*Thank you for all you do!*

**You're all that  
and a bag  
of chips!**



*Thank you for all you do!*

**You're all that  
and a bag  
of chips!**



*Thank you for all you do!*

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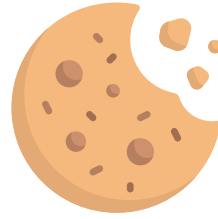
*Thank you for all you do!*

**No matter how the  
cookie crumbles...**



*Your work is so  
appreciated!*

**No matter how the  
cookie crumbles...**



*Your work is so  
appreciated!*

**No matter how the  
cookie crumbles...**



*Your work is so  
appreciated!*

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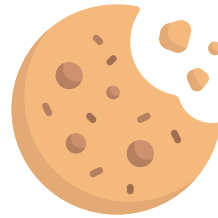
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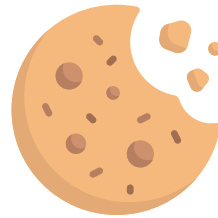
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# RECOGNIZING EMPLOYEES

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## Team Building

Team building is essential whether employees work alone on tasks or as a team. By encouraging closer connections between employees, you open up avenues of communication and motivation. For example, an employee with a question about how to complete a task may now be more comfortable asking a coworker for advice and get the task completed more quickly than if they needed to wait to connect with you for next steps.



Pictured Left: Student employee, Cordelle Rojo, dressed as a hot dog as part of the 2019 LSU Olinde Career Center Halloween Costume Contest. Student employees could win a handful of superlative awards including Best Group Costume and Most Creative Costume.



Pictured Left: Student employees pose for a photo during the LSU Olinde Career Center's 2019 Game Night which included Canes, ice cream, music and games! Students and staff contributed tailgate and board games so there was a wide variety of activities for student employees to participate in. Some of their favorites were What Do You Meme and Giant Jenga.

# RECOGNIZING EMPLOYEES

## Team Building Continued

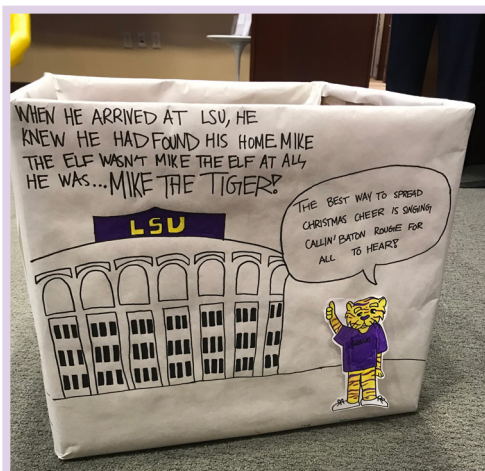
Some ideas for building team morale:

- Host a small contest for your employees to participate in if they would like. For example; present wrapping or decorating the bulletin board. Have other staff vote on the winner, or have a designated staff member choose the winner.
- Conduct a game or trivia night where a small prize is awarded to the winner. This could also be held virtually!
- Host an Escape Room activity like [Lock Paper Scissors](#).

The winner could receive a small prize (gift card, school supplies, or goodie bag).



Pictured Left: During the Spring 2020 semester, student employees and their supervisor got together via Zoom once a month for a virtual game night. The LSU Olinde Career Center utilized Jack Box games to easily play games virtually.



Pictured Left: As part of the annual Staff Senate Holiday Decorating Contest, student employees decorated multiple boxes, individually and as a team, for the LSU Olinde Career Center to fill with canned food for the Food Party. Student employee, Ava Landry, won 1st place with her Mike the Elf box.

# RECOGNIZING EMPLOYEES

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## Meals

Sharing a meal allows employees to enjoy time together while not focused on work. This encourages team building and can lift morale, especially during busy seasons at work or in their academics

Plan an appreciation breakfast, lunch, or dinner for student employees. This could be a pizza party or ice cream social. You could even purchase to-go boxes from a venue of their choice for them to pick up between classes.

Potential food ideas:

- Grab and go boxed lunches
- Canes
- Izzos
- Pizza
- Cookies, Brownies, Ice Cream, Donuts

You could use a survey to poll what kind of food employees like and any dietary restrictions.

## Other Ideas

Provide a certificate of appreciation.

Decorate the student area, door, or work space.

Give a handwritten thank you note.

Make all staff aware of Student Employee Appreciation Week so they can give thanks and shout-outs during the week.