



Baylor University

HUMAN RESOURCES  
Student Employment

2ND

WEEK OF APRIL

STUDENT EMPLOYEE  
APPRECIATION WEEK IS AN  
ANNUAL OPPORTUNITY TO  
RECOGNIZE THE VALUE  
AND IMPACT OF STUDENT  
EMPLOYEES!

# STUDENT WORKER

## APPRECIATION TOOLKIT

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# STUDENT EMPLOYMENT AWARDS

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## Nominate your Student Workers

All supervisors of student workers are encouraged to thoughtfully consider and submit nominations for their dedicated student workers whose exceptional service demonstrates *leadership, teamwork skills, excellence in communication, reliability, quality of work and impact* within the department along with uniqueness of their contributions. Student Employment Award winners will receive a plaque and certificate of recognition at the Staff Awards Ceremony in the spring semester.

Fill out the [\*\*Student Employee Nomination Form\*\*](#) and if your student worker is selected, you will be contacted by a member of the Student Employment team.





# WAYS TO RECOGNIZE YOUR STUDENT EMPLOYEE

## Social Media Posts

Supervisors and departments should take the time to publicly appreciate their student employees during Student Employee Appreciation Week by sharing recognition posts on social media, department websites, and internal newsletters. Highlighting their hard work, dedication, and impact in the Baylor community not only makes them feel valued but also inspires others.



Include a picture of the student, if they are willing, and share fun fact about them or about their role! Feel free to also post about how you are celebrating the student that week and tag [@BaylorStudentJobs](#) on Instagram. It is a great way to make the student feel special while also promoting your department to future hires.



# WAYS TO RECOGNIZE YOUR STUDENT EMPLOYEE

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## Hand Written Cards & Signs

Supervisors can show their appreciation by writing handwritten cards to their student employees, expressing gratitude for their hard work and dedication. A personal note can make a lasting impact, showing students that their contributions are valued and recognized. So pick out some green and gold stationary and write them a card! Adding a sweet treat or a gift card to the card can make it even more special!

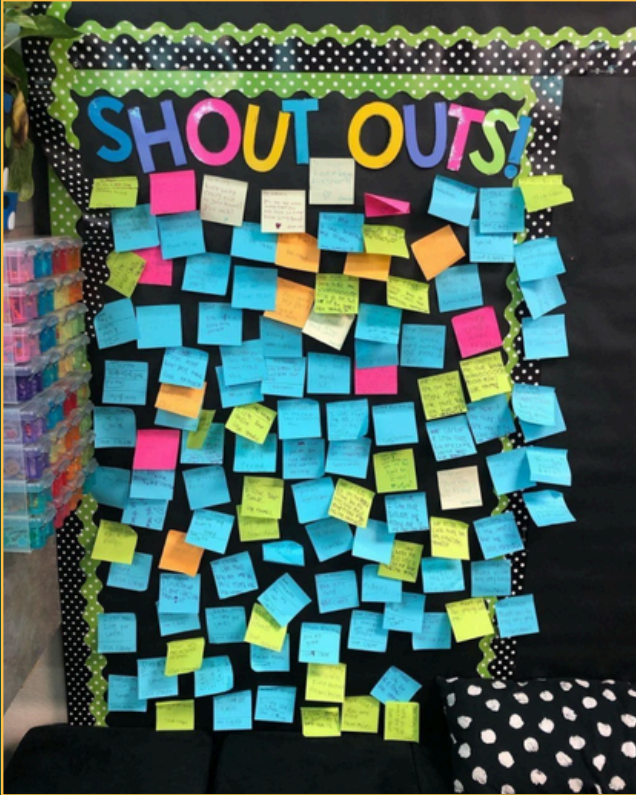
Each semester, full-time staff or fellow student employees can create appreciation signs or posters to recognize all the student worker's hard work. These signs can have multiple words of affirmation and encouragement for each employee. These can be placed at their workstations or in shared spaces to highlight their contributions. Using poster boards, large paper, or any available materials, staff can write encouraging messages directly on them. For virtual settings, appreciation can be shared through a Word or PDF document, where staff submit short notes of gratitude via email to be compiled and shared with student employees.





# WAYS TO RECOGNIZE YOUR STUDENT EMPLOYEE

## Bulletin Board Shoutouts



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.

## Decorate the Workspace

Decorate the student's workspace for the week! It can be as simple as a sign, or you can go all out with balloons and streamers. Decorating a student worker's desk for Student Worker Appreciation Week is a thoughtful way to show gratitude for their hard work and dedication. It adds a personal touch that makes them feel valued and recognized for their contributions to the team.



# WAYS TO RECOGNIZE YOUR STUDENT EMPLOYEE

## Goody Bags

Creating goody bags for your student employees is a thoughtful way to show appreciation and boost morale. Start by selecting small yet meaningful items like snacks, gift cards, energy drinks, flowers, or Baylor merch to make them feel valued, and make sure to add a personalized card!



## Superlatives & Awards

Creating superlative awards for student workers is a great way to recognize their hard work and motivate them. Here's how to create a simple system:

1. Identify Award Categories: Examples include "Best Team Player," "Most Reliable Worker," "Customer Service Star," and "Above and Beyond."
2. Set Criteria: Define clear criteria for each award, such as perfect attendance for "Most Reliable Worker" or exceptional collaboration for "Best Team Player."
3. Public Recognition: Present awards at a special event or team meeting to celebrate achievements.





# WAYS TO RECOGNIZE YOUR STUDENT EMPLOYEE

## FREE food

Taking your student workers out to lunch or bringing food to the office is a great way to show appreciation for their hard work. It can be as simple as bringing donuts, cookies, or pizza to work! It fosters a sense of camaraderie and allows everyone to relax and bond outside of the usual work environment. Plus, it's a thoughtful gesture that can boost morale and strengthen the team dynamic.



# WAYS TO RECOGNIZE YOUR STUDENT EMPLOYEE

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## Professional Development

Investing in professional development for student workers helps them build valuable skills, boosting their confidence and performance in the workplace. Additionally, it fosters a positive work environment, leading to increased engagement and long-term success for both the students and the organization. Here are ideas on how to focus on professional development for your students:

1. Send your student workers to professional development sessions hosted by the Student Employment team in HR.
2. Set up time for students to meet with the Dean or Department Head (“Donuts with the Dean”).
3. Invite the student workers to a staff meeting.
4. Find ways to give the student more experience in the field they are interested working in post grad.

