









## **Acknowledge Student Staff Appreciation Weeks.**

### **Ideas on how to celebrate Student Appreciation Weeks for Work-Study:**

#### ***Low Cost:***

- \* Make up a gift basket, and have everyone in the office contribute a little something (this is great for their birthdays or Christmas, as well.)
- \* Treat Day - full-time staff bring in treats/lunch for student workers.
- \* Take pictures - post employee pictures and list what wonderful things they do for your department. If it is okay with the student, send home to parents and with a letter telling them what an asset they are to your team.
- \* Coupon Booklets - this is always a hit with students! Insert coupons for a free can of soda, movie night at the boss' house (everyone needs to redeem for this one), one dozen home baked goodies, etc. Be creative in designing your own coupons.
- \* Buy low cost, blank certificates and make up silly awards for students: best telephone voice, best web-surfer, etc.
- \* Friendship Plants - take cuttings from a plant in the office and give to each student as a live "connection" to the office.
- \* Bright Ideas - spray paint a light bulb gold, screw into a jar of play-dough and make a label around the jar naming who is receiving the "Bright Idea" award.
- \* Good Egg Award - buy plastic Easter Eggs, fill with goodies and give out with "Good Egg" certificates. List what the student did to deserve this award.

#### ***Free***

- \*Pat on the Back Draw an outline of your hand on a piece of paper. Photocopy enough copies for all students in your office. On each hand write a note that tells the student why they deserve a "Pat on the Back".
- \*Use this week as an opportunity to start an award recognition program. Look around the office or at home for a white elephant item. Name the Item for the award (Employee of the Month/Week, Great Idea Award, Gotcha Award --- catch someone in the act of doing something good) and then make the first presentation of it during Student Employment Appreciation Weeks.
- \*Decorate an office bulletin board or the office door for the week in recognition of your students.
- \*Chalk the sidewalk in front of your office saying "thanks" to your student workers.

Check out these cool web sites for freebies:

**123 Greetings:** <http://www.123greetings.com>

**American Greeting Cards:** <http://www.americangreetings.com>

**Blue Mountain Greeting Cards:** <http://www.bluemountain.com>

**Hallmark Greetings:** <http://www.hallmark.com>

**Prints free Cards:** <http://www.printfree.com>

**\*Whatever you do, let those students know they are appreciated!!**

## ***SUPERVISOR STRATEGIES (HELPING STUDENT WORKERS SUCCEED)***

1. **Be an Example:** Model strong work habits through efficient dedicated work practices. Let your own approach to daily work be an example from which students can learn.
2. **Be Flexible:** Understand that student workers are students first and workers second. Though it is important to have high standards on the job, it is also important to be flexible to accommodate academic obligations.
3. **Communicate Expectations:** Communicate the job standards, requirements and expectations to your student workers. One can't assume that these are self-evident to the students, even though they may seem obvious to you.
4. **Give Feedback Frequently:** Provide consistent and appropriate feedback to your student workers. Student workers, like all employees, benefit from feedback in job performance, providing it is communicated with a positive spirit.
5. **Be Fair:** Supervisors who are too lenient are not doing students any favors. Student jobs are "real jobs." Treat student workers as you yourself would like to be treated in a given situation.
6. **Train, Train, Train:** Take time to train your students in important work skills, attitude, and habits - such as perseverance, time management, phone skills, quality service practices, handling difficult situations. This is the "common sense" from which success is made.
7. **Be a Team Player:** As a team leader, develop and nurture the unique contributions of each team member. Take a global perspective.
8. **Give Recognition:** When you see a student "going the extra mile" or "persevering through difficult situations," acknowledge this in front of other staff and peers. People need to feel appreciated.
9. **Share the Vision:** Have regular staff meetings with your student workers and inform them how their work fits into a larger purpose of the department and institution. Remember, purposeful work is meaningful work.
10. **Be an Educator:** To the degree that we each contribute to the lives of others, we are all educators. How can you contribute to the education of your student workers?