

Encouragement

- ❖ Set goals, provide deadlines, and recognize achievements.
- ❖ Be a supervisor: identify what the student does well and what needs improvement.
- ❖ Be flexible: remember, a student employee is a student first and a part-time employee second.
- ❖ Make an effort to know your student employee as a person not just a worker. Discuss ambitions, career plans, academics, and every day life. Do not be afraid to show an interest in the individual.
- ❖ Communicate openly and frequently; be accessible and welcoming.
- ❖ Include student staff in the department/unit newsletter.
- ❖ Ask student staff for their ideas and suggestions for office functions both fun and work-related. Be inclusive. Provide opportunities for the student to report to staff about work-related projects and research. Include the student's signature on reports and publications to which they contributed.
- ❖ Make the work meaningful: take time to plan and train the student; allow the student to be creative; break up monotonous jobs with significant projects. Do not be afraid to increase job responsibilities and accountability.

Recognition

- ❖ Nominate a student employee for "Student Employee of the Year", and participate in National Student Employment Week in April (information available on the Career Services web site).
- ❖ Include students, when appropriate, in office celebrations (holiday parties, summer picnics, and birthdays); recognize the student's birthday and other special life events.
- ❖ Recognize graduating seniors with a special luncheon and a thank you gift from co-workers.
- ❖ Schedule a student employee appreciation day each quarter when staff participate in a carry-in luncheon or bring desserts specifically for student staff.
- ❖ Recognize and honor a different student (or group of students) each month/quarter; photograph the students and list outstanding job, academic, and volunteer accomplishments.
- ❖ Create an office-wide "Who's Who" display: photograph student and staff employees, and decorate an office bulletin board or door with information about each individual (name, hometown, college, class year, major, job title, hobbies, activities, job title, supervisor).
- ❖ Thank student staff by flying a banner in the office or chalking the sidewalk; send thank you notes or memos detailing a specific job done well; notify the student's parents to brag about the student's work performance.