

Supervisor's Guide to National Student Employee Appreciation Week

AUTHOR	ASU Work+
DATE	August 2023
RESOURCE	Assessment

Every year, the second week of April is a special opportunity to recognize and celebrate the accomplishments and contributions of working learners all across the country! This is a great time to show your appreciation to each of your working learners for their contributions to our university. Below are a few ideas of how to recognize your students, but feel free to come up with your own as well!

Top Recommendation

How do your Working Learners prefer to be recognized?

Everybody prefers to be recognized in a certain way and as a supervisor it's important to know their preferences so that you can give them the recognition that they actually want! A few weeks before April 9th, invite your working learners to fill out this [survey](#) (or something similar) to get to know their preferences!

Other Free/Inexpensive Ideas

Certificate of Appreciation

Check out [these certificates!](#) Edit their name and your department name in the gold text areas and then present your working learner with their very own certificate of appreciation.

Candy Grams

Use [these templates](#) and add a few pieces of candy to show your appreciation in a fun and delicious way!

Decorate office doors or bulletin boards

Decorate your office with stickers, post-its, or even [memes](#) to let your working learners know that you appreciate them!

p1 of 2

De-stress Break

For a simple and meaningful way to show your working learners that they are appreciated, give them a short break and let them de-stress. You can print these [coloring pages](#), and even bring some snacks for everyone to share.

Shoutouts on your department's social media pages

Post an image of your student employee on your newsfeed with a brief introduction in the caption:

“Meet ___(student name)___, a (position)___ for ___(department)___.
Thank you for your continued dedication and hard work you do for our office.”

Or, post an image of your student employee on your story using [this template](#).

Make sure your student employee is comfortable with having their picture shared on social media.

Thank You Card

A simple thank you goes a long way, so thank your working learners by printing [these cards](#) out and writing a thoughtful message on it, after all handwritten cards are the best! If you're running a little low on time, simply print the pre-written thank you card!

SUN Award

The [SUN Award](#) is an easy way to give specific, immediate recognition to one of your ASU co-workers. It is a thoughtful, positive way to honor an employee for supporting university goals. You can submit a SUN Award to any faculty, staff, or student employee who demonstrates individual excellence.

Offer to cover an hour of your student employee's shift

Let your employee choose to come in late/leave a shift early.

Simply say “thank you” (like you mean it!)

Shake their hand, look them in the eye, lend a smile, whatever it takes!

Did you know?

*Here at ASU, there are more student workers than professional staff!
All the more reason to give them all the appreciation they deserve!*

