



NATIONAL STUDENT EMPLOYEE APPRECIATION

Eastern Kentucky University employs over 1,300 Student Employees and Graduate Assistants each year. The university would not be the same without their contribution. Recognizing our students for their hard work encourages them to continue to strive for excellence for the university and in the community. It is important to show student employees that their work is valued and appreciated. Please show your appreciation by using some tips below during National Student Employee Appreciation Week or any time throughout the year!

- **Office Party** – Celebrate your students with a pizza party or potluck with the department.
- **Gifts** – Buy small gifts or gift cards (worth \$25 or less per Policy 1.2.1P) to give to your student(s).
- **Care Package** – Prepare a basket with snacks, sweet and/or healthy treats, school supplies, EKU gear, etc.
- **Thank You Card** – Write thank you notes to show you value them. Pass around a thank you card for everyone to sign and give to your student employee(s).
- **Flexible Schedule** – allow your student(s) to report to work late or leave early one day.
- **Lunch** – Celebrate your student(s) by taking them to lunch at the on-campus dining hall at Case or at another dining location, on or off-campus.
- **EKU Gear from the Bookstore** – buy an EKU t-shirt, hoodie, book cover, etc. (worth \$25 or less per Policy 1.2.1P) from Barnes & Noble and give to your student(s).
- **Fun Awards** – Create an award from your department (i.e., Most Dependable, Best Customer Service, Best Computer Skills). Present award(s) with a fun gift.
- **Performance Evaluation** – Have a one-on-one meeting with your student(s) to give feedback on their performance and let them know how much their work is valued and appreciated.
- **Department Meeting** – Honor your student(s) at a staff meeting with a round of applause or go around the room and have each staff member say thank you.
- **Departmental Website** – Upon obtaining written consent, post pictures on your departmental website of your student employee(s) with a list of the great things they do for your department.
- **Letters to Home** – Upon consent, write a letter and send to the student's family expressing how much you value them and the impact they have had on your department.
- **Bulletin Board** – Decorate office doors or bulletin boards in recognition of your students.
- **Say Thank You!**