

# STUDENT EMPLOYEE APPRECIATION TOOLKIT

## A note from the Student Employment Office:

Showing appreciation for student employees helps them **feel valued**, motivates them to continue **improving their work**, and can play an important role in **retaining them as members** of your team.

This toolkit is designed to provide ideas for celebrating your student employees during **Student Employment Appreciation Week (SEAW)**, which takes place during the second full week of April each year. However, appreciation does not have to be limited to SEAW — any time is a great opportunity to recognize your student employees, especially during busy periods like midterms or finals.

### Toolkit summary:

Social Media Posts  
Appreciation Signs  
Recognition Wall  
Care Packages  
Meals & Snacks

Awards & Certificates  
Thank You Notes  
On-Campus Field Trips  
Professional Impact  
Celebration Activities

**PLUS: INCORPORATING PROFESSIONAL DEVELOPMENT  
WITH READY TO ROAR DAILY ACTIVITIES**

## SOCIAL MEDIA POSTS

Giving students a **shout-out on social media** is a great way to publicly recognize their contributions and boost morale. Create a post that highlights the hard work and efforts of your student employees by **mentioning projects** they are working on or **key ways they contribute** to the office's success. With the students' permission, include a photo and briefly explain their role on your team.

### Example content ideas:

#### Hear it from others:

Gather feedback from staff and peers about the student's impact.

#### Project highlight:

Highlight a project they're working on or have recently completed.

#### Graduate spotlight:

Recognize and congratulate students who are graduating.

## APPRECIATION SIGNS

Create an **appreciation sign** for every student employee. This could be placed at the student employees' work desk or in a common area.

### How-to:

#### Physical signs:

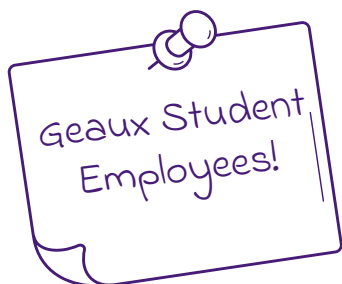
Use a large piece of paper, poster board, or whatever material is convenient. Have staff write directly on the sign with encouraging words of appreciation

#### Digital signs:

Collect notes of appreciation from staff either through a form or email submission. Export notes to a Canva or Word document then share with students.

## RECOGNITION WALL

Use a wall space or bulletin board in a common area of the office to create a "**Shout-Out**" board for student employees. Post **encouraging notes or compliments** recognizing recent accomplishments or tasks completed by specific students. Contributions can come from **the entire office** or from **fellow student employees**.



# CARE PACKAGES

Care packages are a great way to give student employees a **small pick-me-up** during their day. Encourage **each staff member** to bring a small item to contribute, with enough for every student.

Care packages can include items like popcorn, candy, school supplies, cookies, sticky notes, pens, and more. You can also add **departmental swag** to your care packages.

This activity can also be especially meaningful during busy times such as **midterms or finals week** to show students that you care.

## Example package themes:

### Finals Survival Kit:

Encourage each staff member to bring a “survival” treat of their choice.

Examples: granola bars, electrolyte mixes, highlighter, fidget toys, etc.

### Student Employee Emergency Kit:

Encourage each staff member to bring their favorite “emergency” treat/item.

Examples: rice krispie treats, fruit snacks, umbrellas, band-aids, etc.

# MEALS AND SNACKS

## Meals:

Sharing a meal allows students to **spend time together** outside of their work responsibilities. Consider planning an **appreciation breakfast, lunch, or dinner** for your student employees.

This could be something simple like a pizza party or an ice cream social. You could also provide to-go meal boxes for students to take with them. Using a survey beforehand can help you learn what types of food students prefer and identify any dietary restrictions. Be sure that all purchases follow **LSU purchasing guidelines**.

## Snacks:

Create a **Snack & Study Break Station** by setting up a grab-and-go snack table for students. Good options might include popcorn, granola bars, fruit, cheese and crackers, cookies, chips, or candy. Add **thank you tags** to reinforce your appreciation.



## AWARDS & CERTIFICATES

Show appreciation while creating an opportunity to **recognize your students** in front of their peers. Create **fun award categories or superlatives** like:

Rising Leader

Customer Service Star

The Hype Person

Most Dependable

Most Likely to Save the Day

The Office MVP

## THANK YOU NOTES

Write **handwritten thank-you notes** to students. You could also **invite a dean, vice president, or another department leader** to write a note or send a department-wide message of appreciation. With the student's permission, you can even consider **sending a note to their family** recognizing the student's contributions and achievements.

Go beyond a simple "thank you" by including **specific reflections**, such as:

- What you've learned from the student.
- How they have impacted you and your office.
- Skills they've developed and demonstrated.
- Your favorite memory with them.
- A challenge they overcame that made you proud.

## PROFESSIONAL IMPACT

As supervisors of student employees, one of our goals is to help **prepare students for their future professional careers**. A few simple ways to support their professional development include:

- Taking professional headshots for students.
- Reviewing their resume and helping them craft experience bullet points related to their role.
- Writing letters of recommendation.
- Encouraging them to attend a Career Center group appointment or drop-in with a Career Ambassador.

# CELEBRATION ACTIVITIES

Celebrating your student employees doesn't have to be elaborate — what matters most is **creating space** for your team to connect, have fun, and feel appreciated. Plan a celebration that fits your office, and **consider adding a team-building twist** to make it even more memorable.

## Activity ideas:

### Movie night

Add team trivia between scenes to keep the energy up.

### Craft Night

Turn it into a group project your office can display or keep.

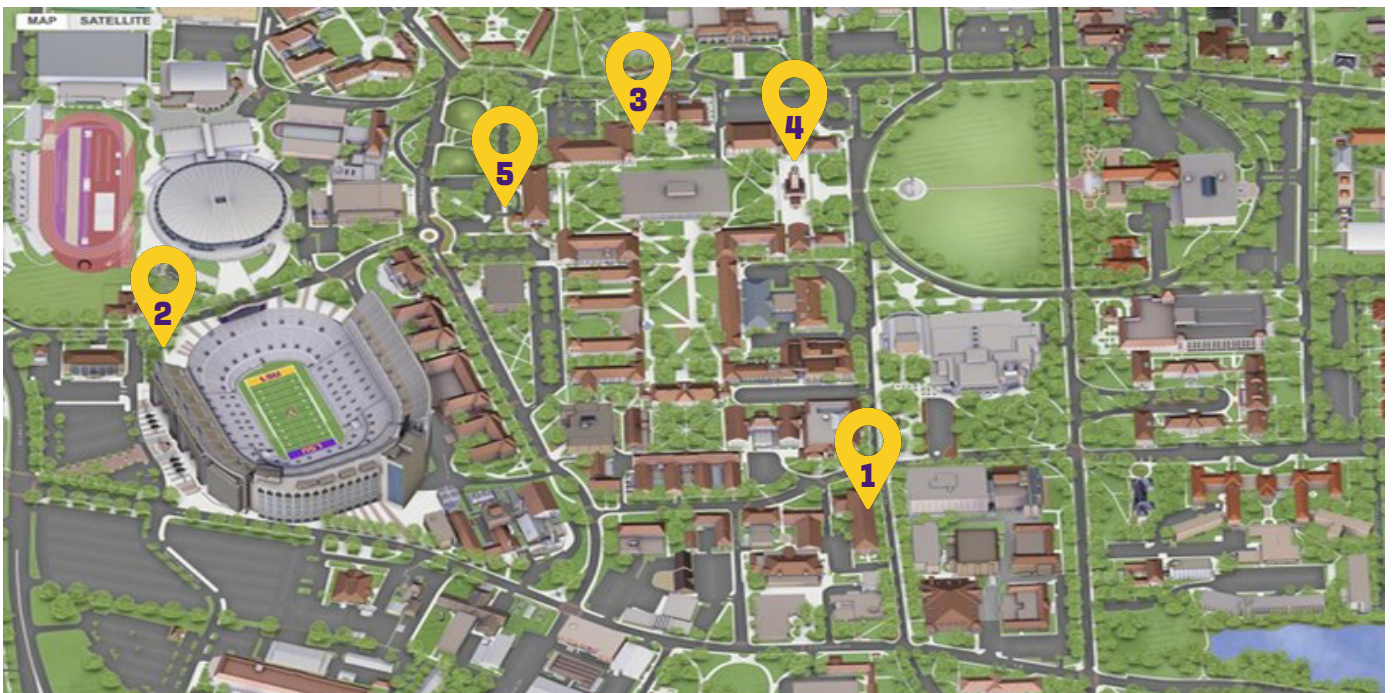
### Game Night

Go team-based with Pictionary, Charades, or your office trivia.

# ON-CAMPUS FIELD TRIPS

Plan a field trip to an on-campus location like:

1. Visit and get ice cream at the Dairy Store
2. Tour Tiger Stadium and visit Mike the Tiger
3. Visit the Museum of Natural Science at Foster Hall
4. Explore the Military Museum in Memorial Tower
5. Visit the Hill Memorial Library and see the archives



# INCORPORATE PROFESSIONAL DEVELOPMENT: READY TO ROAR DAILY ACTIVITIES

Use these themed daily activities to help students **reflect on their learning experiences** as they relate to the **Ready to Roar career proficiencies**. They focus on **professional development**, allowing students to connect their experiences to the skills they've built while also **recognizing their growth and contributions** to your office.

## SELF-AWARENESS MONDAY

Self-awareness means understanding your own strengths, values, and areas for growth. Student employees who develop this skill are better equipped to seek feedback, set goals, and make intentional choices about their professional paths.

### Activity ideas:

#### "I'm Ready to Roar Because...":

Ask students to answer the question "I'm Ready to Roar because..." on note cards.

Frame students' answers around one strength or skill they developed in their job or what is something they are proud of this year.

Post students responses (with permission) on social media or a digital/physical board.

#### Strengths Assessment:

Encourage students to take the Focus 2 career assessment from the LSU Career Center.

Focus 2 is an assessment designed to help you make informed decisions about your future. By evaluating key aspects of yourself (work interests, personality, values, skills, and hobbies), this tool connects you with career paths that align with your strengths and passions.

## TEAMWORK TUESDAY

Teamwork means collaborating effectively with others toward a shared goal. Student employees build this skill every time they communicate across roles, support a colleague, or contribute to a project that's bigger than any one person.

### Activity ideas:

#### Teamwork Shoutout Wall:

Use a wall space to collect short notes from students highlighting individuals who demonstrate excellent teamwork in the office. Encourage students to include specific examples of when these teammates went above and beyond.

#### Team Photo Day:

Take a team photo for you or your students to share on social media or linked. Highlight how student employees power campus together.

## COMMUNICATION WEDNESDAY

Communication means conveying ideas clearly and professionally across written, verbal, and digital formats. Student employees practice this proficiency daily — from responding to emails and assisting visitors to presenting ideas and asking for help when they need it.

### Activity ideas:

#### **Elevator Pitch Competition:**

Have students prepare a 1–2 minute elevator pitch either describing their student employment experience or a traditional elevator pitch. Hold a competition online or in-person, and collectively determine which pitch is the strongest.

#### **In-house Resume Review:**

Assist students in crafting clear, impactful bullet points for their resume that highlight their work and accomplishments in their position with you.

## CRITICAL THINKING THURSDAY

Critical thinking means analyzing information, asking good questions, and working through problems with intention. Student employees demonstrate this skill when they troubleshoot independently, evaluate options, and make decisions that serve both their team and the students they support.

### Activity ideas:

#### **Brain Teaser Challenge:**

Give students fun riddles, puzzles, or logic problems to solve and help test their critical thinking skills. See some examples below!

#### **Impact Highlights:**

Explain and quantify the impact students have on your office's operations and the broader campus. Examples include number of students checked in, calls received, appointments taken, events supported, and requests processed.

**QUESTION:**  
What has keys but doesn't lock?

**ANSWER:**  
A piano!

**QUESTION:**  
Add me to myself and multiply by 4. Then divide by 8. What number am I?

**ANSWER:**  
Any number. You always get back to the original.

**QUESTION:**  
Two fathers and two sons go fishing. Each catches one fish, but only 3 fish are caught. How?

**ANSWER:**  
They are a grandfather, father, and son.

# LEADERSHIP FRIDAY

Leadership means influencing others and taking initiative in ways that move a team or goal forward — regardless of title. Student employees show leadership through accountability, mentoring peers, and bringing their unique strengths to the workplace every day.

## Activity ideas:

### Strength Spotting:

Give students a simple list of 10–12 common leadership strengths — things like adaptability, dependability, initiative, empathy, organization — and ask them to circle their top three and share one example of when that strength showed up in their work this year.

### Leadership Letter to Yourself:

Students write a short letter to their future self reflecting on one way they've grown as a leader this year and one leadership goal they want to pursue next. Supervisors can seal them and hand them back at the end of the semester.

## LEADERSHIP STRENGTHS

Adaptability	Dependability	Initiative
Empathy	Communication	Problem-Solving
Organization	Collaboration	Accountability
Positivity	Mentorship	Respect

## MORE INFORMATION ABOUT READY TO ROAR

Student employment is a powerful way Tigers build career readiness, and the work happening in your office is a big part of that. The **Ready To Roar career proficiencies** give you a shared language to help students **recognize and own the skills** they've been building all year. We hope this week is a meaningful chance to celebrate their growth and send them forward with confidence.

# READY *to* ROAR

LEARN MORE AT  
[LSU.EDU/CAREER/READY-TO-ROAR.PHP](https://lsu.edu/career/ready-to-roar.php)