



Student Employment Recognition Program: Launch Semester: Spring 2021

Purpose:

To recognize student employees on campus that have continued to offer their imperative and necessary support to our classified professionals, faculty, and administrative leadership despite the effects of the Covid-19 pandemic that has caused us to remain working from home.

What is Employee Recognition?

Employee recognition and appreciation are slightly different things. Appreciation is feeling valued for one's unique point of view, attitude, talents, and contributions. Recognition is the action of showing appreciation.

Am I eligible to be recognized through this program?

All On Campus Student Employees can be. Whether it is an individual or a team together, the recognition can be either.

Who can submit a recognition form?

Anyone who works with this student in any capacity! A supervisor, a coworker, a peer, someone they helped "on campus", a Dean, a Vice President, anyone. The staff of the Career Hub will collect the nomination forms electronically and the link will be live on the Career Hub Website all year. This can be done anonymously if you choose.

Deciding on the Student Employee or Student Team to be recognized:

Some topics that individuals may excel in and be recognized for; communication skills, commitment to the department and/or the district, reliability, being a team player, productivity, and being innovative in their work.

Best Practices of Recognition –

When writing your recognition, the following are some best practices to consider:

- Personal and genuine. We all value our student assistants for different reasons, the responses should reflect the impact you, your colleagues, and your department recognize in your student assistant or team of assistants,

- Be specific and use details – the who, what, when, where, how and why will be a great starting place here.
- Timeliness matters. As soon as you identify a desire to do so – give that feedback and recognition! The form is short and easy and it could make someone’s day!
- Frequent – you can nominate an individual or team as many times as you feel moved to do so!
- Align recognition back SRJC’s mission, the objectives set in the 200 or 600 hour evaluation, your department’s goals, etc. Connecting it to purpose will add depth to the recognition.
- Share it with the campus community! A staff member will be reaching out to the student employee that has been selected to set-up a quick Q/A for SRJC Career Hub’s Social Media page and Website. Please note that not all students will want their recognition to be public and we will leave that up to the student employee to determine for him, her, or themselves. **All nominated students will receive a copy of their nominations via email and some flair to share on their campus signature line.**

How do I recognize someone?

By completing, a Recognition Formstack located:

https://santarosajuniorcollege.formstack.com/forms/srjc_on_campus_student_employment_recognition

Questions? Comments? Ideas to Improve the Program? Want to help?

Please contact the Coordinator, Workforce Development via email at JLongnecker@santarosa.edu.