

10 STEPS TO FINDING AN ON-CAMPUS STUDENT JOB

- 1.** Check the employment website often for new openings at <https://my.suu.edu/jobs>. You can select Off Campus (Local Jobs) through Handshake <https://suu.joinhandshake.com/login>. The majority of departments on campus hire at the beginning of the semester, and the earlier you start your job searching the better!
- 2.** Subscribe to receive job opening announcements to your email at <http://suu.edu/ad/hr/request-student.html>.
- 3.** Make an appointment with the Career Center (ST 204) to strengthen your resume and practice your interviewing skills.
- 4.** Network with the faculty and staff in your area of study and build a reputation of being reliable, hardworking, and enthusiastic in the event a student job opens in the department.
- 5.** Clean up your social media in case the hiring manager checks it. Delete all information and photos related to inappropriate content, confidential information, discriminatory comments, bad-mouthing an employer or co-worker, or an unprofessional screen name.
- 6.** Review your application materials closely to catch all errors before submitting them. You need to show the employer that you are detail-oriented and can prepare professional work. You should also read the job posting and incorporate the duties and qualifications listed into

your application materials to show you are a great match for the position.

- 7.** Apply for the position by closely following the application instructions listed in the job posting. Show enthusiasm for the position by checking back with the employer a day or two after applying.

- 8.** Prepare for your interview by dressing appropriately and showing up five minutes early. Know facts about the department that is hiring, as well as the qualifications they are seeking to fill the position. Have a response ready if asked why you want to work for that department. Don't forget to send a thank-you card or email after the interview!

- 9.** Be sure to have proper forms of original identification with you in the event you are hired. You must bring these to Human Resources (BB 106) to fill out hiring forms before you begin work. Most students use their driver's license and social security card. For a complete listing of acceptable ID's, contact Human Resources at (435) 865-8572.

- 10.** Show up for work on time. Be dependable, professional, and motivated. You need to prove yourself as an all-star employee, no matter what your position, because when you graduate you will want to use your SUU employer as a reference. For more information about your responsibilities as a student worker, read the "On-Campus Student Employment Guide" on the SUU Employment webpage.

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