HOW TO FIND A JOB ON CAMPUS & JOB INTERVIEW ETIQUETTE

CSUDE | OFFICE OF INTERNATIONAL EDUCATION

DIRECTORY

<u>CSUDH</u>

CALIFORNIA STATE UNIVERSITY DOMINGUEZ HILLS

CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS



BENEFITS OF WORKING ON CAMPUS



- Convenient
- Flexible schedule
- First-hand work experience
- Make connections





RESOURCES FOR JOB SEARCH

- Career Center
- https://www.csudh.edu/career-center/
 - Handshake a career management system that allows students to search for jobs on campus
 - To join Handshake go to MyCSUDH portal and
 - https://csudh.joinhandshake.com/login



JOB SEARCH RESOURCES WITHIN CAREER CENTER















RESOURCES FOR JOB SEARCH



- Word of mouth/check with departments
 - Loker Student Union
 - University Housing
 - Bookstore
 - Office of Student Life
 - The Associated Student, Inc. (ASI)
- Reach out to your major department







- Start early
- Be the first to apply
- Many offices on campus are always looking for student assistants
- Update your resume
- Use proper format & standard
- Clarify your qualification
- Market yourself



ETIQUETTE WHEN RESPONDING TO EMAILS



- Use standard format
- Include a subject line
- Use proper/professional email address
- Be polite and professional
- Address hiring managers by their titles (e.g., Mr., Ms., Dr.)
- Check, check attachments
- Include your contact information and name



ETIQUETTE FOR JOB INTERIVEW



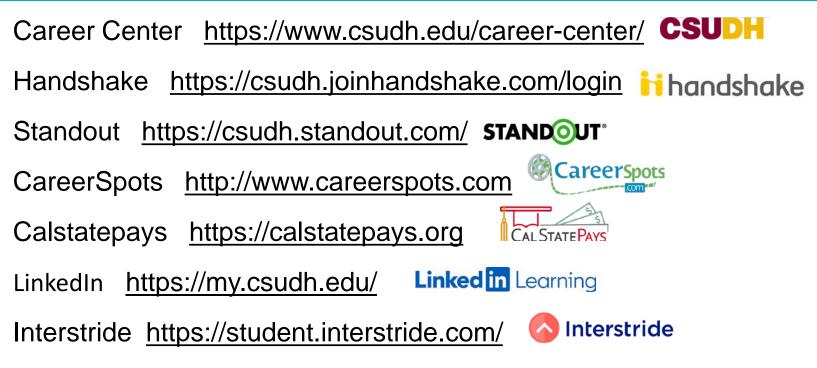
- Arrive on time (15 minutes before the interview)
- Dress appropriately
- Act professional when you land a job interview
- Be polite
 - Do your homework about the department/company you are seeking employment







Reference



All campus departments https://www.csudh.edu/administration/all-departments/ CSUDH





QUESTIONS??:, SE PUEDE CONTACT: ISS@CSUDH.EDU



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