HOW TO FIND A JOB ON CAMPUS & JOB INTERVIEW ETIQUETTE
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/](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](https://csudh.joinhandshake.com/login)
JOB SEARCH RESOURCES WITHIN CAREER CENTER

- Handshake
- StandOut
- Interstride
- LinkedIn Learning
- Cal State Pays
- CareerSpots.com
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
HOW SHOULD I START THE PROCESS OF FINDING A JOB ON CAMPUS

• 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 INTERVIEW

- 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

Career Center  https://www.csudh.edu/career-center/
Handshake  https://csudh.joinhandshake.com/login
Standout  https://csudh.standout.com/
CareerSpots  http://www.careerspots.com
Calstatepays  https://calstatepays.org
LinkedIn  https://my.csudh.edu/
Interstride  https://student.interstride.com/
All campus departments  https://www.csudh.edu/administration/all_departments/