

GUIDE TO FINDING A CAMPUS JOB

Access Job Vacancies Using WorkNet

- ▶ **Log-in to your MyBGSU portal.** Scroll down to Misc Services, located near the bottom of the left-side column. Click on the *WorkNet (Jobs & Internships)* link. Log-in to WorkNet using your MyBGSU portal username and password.
- ▶ **Click on the *profile* tab** to add and update your personal information, academic information, and job preferences. (You can use WorkNet to access job vacancies—not just campus jobs, but also off-campus, co-op and internship, and after-graduation positions.) Please note that you do not need to upload your resume to search WorkNet for on-campus jobs or part-time and seasonal off-campus jobs. However, some employers may require you to provide a copy of your resume as part of their specific application processes (separate from WorkNet).
- ▶ **Click on the *search jobs & internships* tab** to identify on-campus or off-campus employment opportunities. If you applied for financial aid, and are eligible for Federal Work Study (FWS), you can conduct a search just for FWS jobs. Use the drop-down menus to narrow your search.
- ▶ **Use the *advanced search* feature** (located within the *search jobs and internships* tab) to save your searches. Use the *search agents* feature (also located within the *search jobs and internships* tab) if you would like to receive e-mail notification when a job that meets your search criteria is posted.
- ▶ **Check WorkNet often for job vacancies** or rely on the e-mail feature to receive a message when a job that meets your search criteria is posted.



WorkNet

Use WorkNet to access job vacancies—not just campus jobs, but also off-campus, co-ops and internships, and after-graduation positions.



1001 E. Wooster St.
109 SaddleMire Student Services at Conklin North
Bowling Green, OH 43403-0150
419-372-2865

Review Postings Carefully

- ▶ **All job vacancies include** a job description, special skills required, the department, a department contact, contact information, approximate number of hours required, and how the job is funded (Federal Work Study or Regular funding). If the job is funded through Federal Work Study, make sure you are eligible for Federal Work Study by checking your financial aid package on MyBGSU.
- ▶ **Check the job description** to make sure that you meet any special skill (e.g., fluent in Microsoft Word) or ability (e.g., must be able to lift 40 pounds) requirements.
- ▶ **If the posting includes a designated schedule** (Monday, Wednesday, and Friday 11 am to 1:30 pm, for example), make sure that you do not have a class or other commitment during the stated work hours. If the job requires weekend hours, make sure that you can commit to the requirements described in the job description. Note: "Requires weekend work" in the job description may not mean that you have to work every weekend; check with the employer for clarification.
- ▶ **Note how the employer wants to be contacted.** By following the instructions for applying for the job (e.g., call for interview, complete the department's online application, etc.), you will make a favorable impression, and increase the chance that you will be seriously considered for the job.

BGSU
Career Center

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hire.bgsu.edu



Get Organized for the Search

- ▶ **Consider your likes and dislikes, not just the job description.** Do you like to work on your own or in a group? Do you like structure and routine, or a variety of activities? Are you a night owl, or an early bird? Do you prefer to work at a fast pace, or take your time? Understanding your own work preferences can make it easier for you to find a position that will suit your personal style.
- ▶ **Consider how many hours a week you are available for employment.** What kind of work schedule will work best with your class schedule and other commitments? Be reasonable about the amount of time you can commit to work while keeping up with academics, exercising, socializing, and other activities.
- ▶ **Make a list of previous work experience** as well as extracurricular activities in which you participated. What types of skills did you learn from those experiences? Update your current resume, or create a new one.
- ▶ **Searching for a job is a process**, which will require your time, effort, and persistence. As you review job descriptions, make note of the vacancies that interest you, and if you meet the qualifications. Because many students are applying for jobs at the same time, you may have to apply for more than one position before you are hired. Tracking the status of your inquiries can help you evaluate your progress and allow you to make informed decisions.

Prepare for the Interview

- ▶ **Research the department.** Check the department website and acquaint yourself with their mission statement. Take note of the purpose of the department or office.
- ▶ **Review your list of previous work experience and skills.** Think about how you can apply them to the job for which you are interviewing. Be prepared to demonstrate to the employer how you can use these skills in the current job and why you are the best candidate for the job.
- ▶ **Review the job description and create a list of your skills that are applicable to the position.**

- ▶ **Save each job description that interests you.** Refer to the description when you call or e-mail the employer, and when you take notes at your interview. Check out the department's website to get an idea of the primary activities or functions of the department. Learning about the department before your interview is another excellent way of demonstrating initiative.
- ▶ **There are other ways of getting a job on campus**, in addition to WorkNet. Network with faculty, staff, friends, and acquaintances. Let them know of your job search and interests. Ask current employees what they like about their jobs and their work environment.

Apply for the Job

- ▶ **When you find a job posting that interests you** – follow up right away! If you wait, you may find that the job is filled by the time you get around to contacting the employer.
- ▶ **Be sure to respond to the posting in the manner the employer requested** – phone, e-mail, in person, etc. When sending an e-mail or leaving a voicemail message – provide information about your interests and experience. Avoid: “Hi, my name is Frieda Falcon. I’m interested in your job. You can reach me at (419) 555-1234. Thank you.” Employers receive multiple inquiries for each vacancy. The more information you can provide about your past experiences or interest in the position, the more likely the employer will consider you for an interview.
- ▶ **To increase your chances of a job offer**, apply for more than one job at a time. If you would like to work in a department or office that is not currently hiring, drop off your resume, and ask the secretary or person working the front desk to keep you in mind for future openings.
- ▶ **If you have a resume**, attach it to your e-mail inquiry.

Include co-curricular activities such as school clubs, sports, or volunteer organizations that you were involved with, especially any leadership positions you held. If you would like assistance in creating or updating your resume, you can attend drop-in hours at the Career Center, 109 Conklin North, on Tuesdays and Wednesdays, 1:00–4:00 PM.

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- ▶ **Have names and phone numbers ready** in case the employer asks for references. References can be former employers, teachers or instructors, faculty, or other professionals. If you submit a paper application, complete it neatly and accurately, using black or blue ink. Always be thorough with your responses. Be sure to read and follow the instructions on the application.



Interviewing Tips

- ▶ **Be early to the interview.** Allow yourself enough time to find the interview location, arriving about 5-10 minutes early. If you have a resume, take copies to the interview. Introduce yourself with a firm handshake and a smile.
- ▶ **Be confident about your abilities** and be prepared to give examples of work you've done in the past. For example, an employer might ask, "Give me an example where you showed initiative in a previous job or project."
- ▶ **Demonstrate enthusiasm or interest in the position.** Let the employer know that you are excited about the opportunity to work in the department and that you are willing to learn new skills.
- ▶ **Interviewers will usually give the candidate the opportunity to ask questions** at the end of the interview. Be prepared to ask questions about the job responsibilities and opportunities in the department.
- ▶ **It's okay to ask about what will happen next in the hiring process.** It's reasonable to ask when a decision will be reached and when/how you will be contacted. Make a note of it on your job search tracking record (back page) or in your planner.

Dress to Impress

- ▶ **Most campus employers do not expect prospective student employees to go "full professional"** in terms of dress. However, you can convey a personal sense of confidence and respect for the workplace by how you present yourself. At a minimum, you should be well groomed and your clothes should be clean and pressed.
- ▶ **Dress appropriately for the interview.** You do not have to dress formally, but avoid flip-flops, belly shirts, tank tops/spaghetti-strap or tube tops, clothing that reveals your underwear, extra short skirts or shorts, ball caps, any clothing with suggestive slogans, excessive or noisy jewelry, and make sure that the "bottom of your top covers the top of your bottom" at all times.
- ▶ **A good question to consider:** "Would this be acceptable if I were to accompany my grandmother to church?" If you cannot answer "yes" with 100% certainty, change into something that does pass the "grandma" test. Once hired, you can ask your supervisor about the department dress code.

Phone: 419-372-2865
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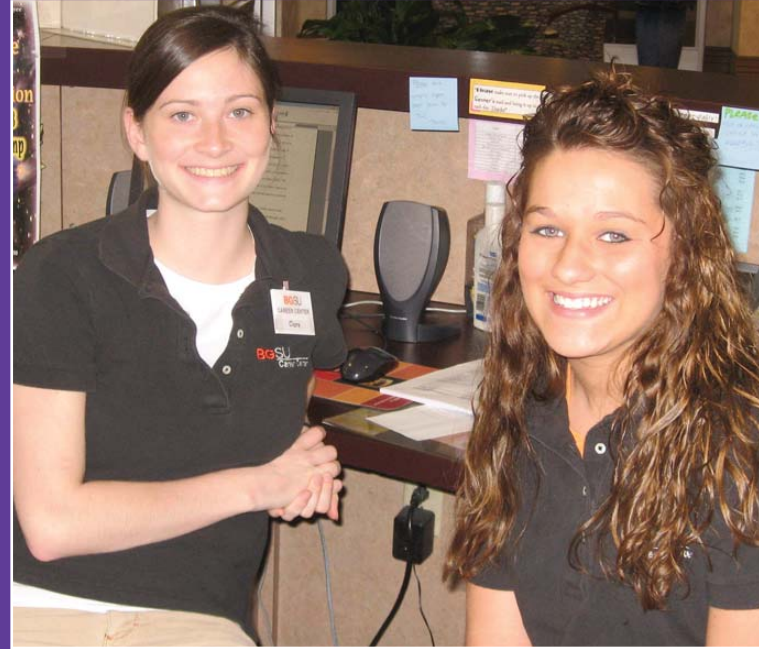


After the Interview

- ▶ **Be persistent and follow up after an interview.** Thank the interviewer and re-affirm your interest in the job. If you send a brief thank-you note via e-mail, you can reinforce your interest in the position. If a decision is not communicated from an employer within a reasonable time period (the time frame mentioned during your interview) call again and inquire as to the hiring decision.
- ▶ **If you are not selected for a position, do not get discouraged.** The reason for not being selected for a position may be as simple as not being available during the time needed. Review the job search and interviewing tips in this guide and think about ways to improve your approach.
- ▶ **Stay positive in your job search.** Keep checking WorkNet for job vacancies – jobs are posted throughout the year.
- ▶ **If you would like job search assistance,** stop by Student Employment Services in Conklin North, or call the office to schedule an appointment with a staff member.

Developing Job Skills

- ▶ **Regardless of what job you hold, you are developing skills that can apply to your future career goals.** Each job offers an opportunity to build career-related experience and to discover new skills and interests.
- ▶ **Accepting a job involves commitment.** Before accepting a job offer, make sure that you are willing to accept the responsibility and that you have the time to perform the job successfully.



Seek Assistance in Making Job and Career Choices

- ▶ Student Employment Services, in the Career Center, can help you succeed in obtaining employment, regardless of your experience level.

BGSU is an AA/EEO institution

Job Search Tracker *(use this space to note your job search activities)*

| Job Title & Department | Contact Person & Information | Application Information | Notes |
|-----------------------------------|-----------------------------------|-------------------------------|-----------------|
| Library assistant, Jerome Library | Jane Lawford, Serials 372-0000 | Submitted application 8/22 | follow-up 8/25. |
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