We’re here to help.

BGSU Student Employment Services can help you succeed in obtaining employment, regardless of your experience level.

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bgsu.edu/stuemp
Guide to Finding a Job
On-Campus or Off-Campus

bgsu.edu/stuemp
Guide to Finding a Job

Access Job Postings Using WorkNet

Access the Student Employment Services homepage at www.bgsu.edu/stuemp. Enter your MyBGSU username and password in the gray box with the WorkNet logo. Choose “student” in the Affiliation field. Click Log-in.

When the WorkNet page opens, look at the right navigation bar under “Getting Started” and click on the Personal and Academic profiles to add and update your personal and academic information.

After you’ve set up your profile, look under “Find a Job/Internship.” WorkNet contains different categories of job postings; On-Campus Regular & Work Study, Off-Campus Part-Time/Seasonal, Internships & Co-ops and Careers. Click on the category of your interest.

For Work Study positions you must be eligible for the Federal Work Study program through Student Financial Aid.

After clicking on the category you are searching, a list of job postings will appear. For more information about a specific job click on the job title. A new window will open with all of the details pertaining to the job and how to apply.

To create a saved search click on the “Advanced Search” tab. Follow the directions listed on the screen. The saved search will enable you to receive an email message when a job that meets your search criteria is posted.

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

Review Postings Carefully

All job postings include a job description, the skills required, the department or company, a contact person, contact information, approximate number of hours required and, if on campus, how the job is funded (Federal Work Study and/or Regular funding). If the job is funded through Federal Work Study exclusively, make sure you are eligible for FWS 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., lift 40 pounds) requirements.
Choosing to work on campus while in college has been one of the best decisions I have ever made. Not only has it tied me into University life, it has enabled me to build relationships I know I will have for a lifetime.

– Lauren Maurer, Office of Admissions, Student Tour Guide, Class of 2014

If the posting includes a designated schedule (e.g., Monday, Wednesday, and Friday 11 a.m. to 1:30 p.m.), 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, email resume, 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.

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? 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.
Guide to Finding a Job

(Get Organized for the Search continued)

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, workouts, socializing and other activities.

Make a list of previous work experience as well as extracurricular activities in which you have 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 postings 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.

Save each job posting 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 employer or department’s website to get an idea of its primary activities or functions. Doing your “homework” before the interview is another excellent way to demonstrate initiative.
The department of Biological Sciences would not be able to function on a daily basis without our student employees! Their tasks are as varied as providing research support in labs to watering plants in the greenhouse to providing clerical support in the department office. Each and every member of our department relies on our student employees! In addition to the huge workload they handle, the icing on the cake is being able to interact with such talented young people."

— Deb McLean, Department of Biological Sciences

**Apply for the Job**

When you find a job posting that interests you **apply right away**! If you wait, you may find that the job is filled by the time you decide to contact the employer.

**Be sure to respond to the posting in the manner the employer requested** in “How to Apply”. When sending an e-mail or leaving a voicemail message, provide information about your interests and experience. Employers receive multiple inquiries for each posting. 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**. If you would like to work in a department or business that is not currently hiring, drop off your resume and ask the employer to keep you in mind for future openings.

**There are other ways of getting a job** 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.

If you have a resume, **attach it to your e-mail inquiry**. Make sure to include co-curricular activities such as school clubs, sports or volunteer organizations that you have been involved with, especially leadership positions. Resources for writing a resume can be found at the Student Employment Services homepage at bgsu.edu/stuemp. Click on “Students” and choose “Creating my First College Resume. If you would like assistance in creating or updating your resume, schedule an appointment with Student Employment Services by calling 419-372-2865.

**Have names and phone numbers ready** in case the employer asks for references. These 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.
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Prepare for the Interview

Research the business or department. Check their website and acquaint yourself with the mission statement. Take note of the purpose of the business or department.

Review the job description and your list of previous work experience and skills. Create a list of your skills that are applicable to the position. 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.

Interviewing Tips

Be early to the interview. Allow yourself enough time to find the interview location, and plan to arrive 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. 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 and that you are willing to learn new skills.

You will usually be given the opportunity to ask questions at the end of the interview. Be prepared to ask questions; some examples would be about the job’s specific responsibilities, the department or opportunities.

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 and be sure to follow up based on the employer’s response.
“BGSU is a perfect training ground for our future citizens and soon-to-be community leaders. Learning by doing, being creative with new ideas, and growing in their confidence in working with the public in a nurturing, mentoring environment allows students to put their abilities and talents to the test every day. The students make BGSU a desirable place to work because of their diverse backgrounds and fresh enthusiasm.”

– Terry Carver, Recreation and Wellness

Dress to Impress at the Interview

Most 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.

Dress appropriately for the interview. You do not have to dress formally, but avoid flip-flops, T-shirts, tank tops/spaghetti-strap or tube tops, clothing that reveals under garments, extra short skirts or shorts, ball caps, any clothing with suggestive slogans, and excessive or noisy jewelry. At a minimum, you should be well groomed and your clothes should be cleaned and pressed.

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 about 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 postings — jobs are posted throughout the year.

If you would like assistance with your job search and/or interviewing skills, schedule an appointment with Student Employment Services by calling 419-372-2865.

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 and interest to perform the job successfully.