

Tips for a Successful Student Employment Interview

1. Research the department for which you are interviewing. Know the services provided.
2. Prepare a resume that highlights your qualifications for the position.
3. Practice your response to common interview questions to help you feel more comfortable.
4. Know the exact location, building and room number of your interview. Use the campus and room maps on Moraine Valley's Web site to ensure you are headed in the right direction.
5. Be professionally dressed. This includes dress pants, dress shirt, and a jacket, if possible. For women, you can opt for a knee-length dress skirt. No jeans, gym shoes or flip flops.
6. Be on time or try to arrive 5-10 minutes before your scheduled time to gather your thoughts.
7. Give a firm handshake. A solid, firm, yet not too tight, handshake can show you are confident.
8. Be mindful of your non-verbal communication, such as facial expressions, posture and eye contact. Smiling, maintaining eye contact and proper posture will illustrate you are interested in the position and engaged in the conversation.
9. Ask questions about the department or the position. It's a great way to end the interview showing you are excited about the possibility of working in that department.
10. Follow up after the interview. Send a thank you letter to show appreciation of the time taken during the interview and your interest in the position.

Retaining Your Student Employment Position

Ask questions

If you do not understand a task your supervisor has given to you, take the initiative and ask questions for clarification.

Uphold policies and procedures

Policies and procedures vary by department. Make sure you are knowledgeable about your department's rules. For example, the computer is property of Moraine Valley and any downloading or usage of the computer without your supervisor's approval is not allowed.

Call

Your supervisor and department depend on you working when you are scheduled. Although we do not recommend you be tardy, contact your supervisor if you are running late or cannot come into work.

Work/school balance

Finding a balance with your student employment and school work can be a challenge for some. Organize your days and weeks with a calendar. Utilize your class syllabi to know when important school papers and projects are due. Planning ahead will insure enough time to complete your class assignment successfully without interfering with your work schedule.

Use time wisely

Having friends hang around your work station will soon have a poor effect on your work performance. Texting and checking Facebook or any other social networking site is not allowed. Socialize on your own time before or after work.

QUESTIONS?

Contact the Job Resource Center
Building S, Room S202
(708) 974-5737
morainevalley.edu/jrc

