

Student Employee

Finding a Job



Step 1 – Prepare for a Job

Ensure that your resume and cover letter are updated prior to searching for employment. Timeliness is essential. If you're preparing your application materials when you should be applying, you could miss an opportunity. A few other key factors when preparing for employment:

- Know how many hours per week will work for you! Maintaining your academics, health, and well-being should come first.
- Understand your needs as an employee. What type of environment will you thrive in? What skills or knowledge would you like to improve? How will you get to/from work?
- When it comes time to apply for a position, curtail your resume and cover letter to fit the position in which you're applying for.

Step 2 – Search for a Job

Access the Student Employment [Jobs Board](#) to search for available positions.

Looking for employment can be overwhelming. Manage your on-campus job search as you would any employment quest. Try to apply for positions that align with your career, academic and schedule professional goals. We also suggest that you apply to several locations to increase your potential of being hired. Besides searching for jobs using the Jobs Board, we suggest:

- Contact employers directly. Search the UVM website and/or directory to locate colleges and/or departments in which you are interesting in working for.
- Call or visit the Student Employment Office. We can share current and/or past hiring departments along with information on the jobs they've hired for and/or who to contact.

When it comes time to apply, remember these tips:

- Review your communications (written or verbal) for grammatical purpose and that you've completed or attached all requested information.
- Follow up on all positions for which you have applied. Keep your communication positive and optimistic on the current and future opportunities.

Step 3 – Preparing for the Interview

Remember, if you are asked to come in for an interview, you are interviewing them as much as they are interviewing you. Prepare questions that will assist you in determining if this job will be a good match:

- What type of person would excel in this position?
- What is the environment like here? Quiet and focused? Upbeat and interactive?
- What is the management style of my potential supervisor like?
- Will the number of hours per week be consistent?

Be prepared to answer questions that may be asked of you during the interview:

- Why are you interested in this position?
- What has been your most valuable work experience? Why?
- What relevant skills, experience or training do you feel qualifies you for this position?
- What are two or three things that are most important to you in your job?

During the interview, be honest about your work skills, abilities, availability, and the professional goals in which you hope to achieve.

Step 4 – After You're Hired

You've been hired! Now what?

- You're not officially hired until you receive an email confirmation from the Student Employment Office. You may not begin working until you receive this email and if needed, completed the Employment Eligibility Verification process (I9 form).
- If you haven't received an email confirmation within a day or two of your hire, notify your supervisor.
- For a transparent and welcoming beginning, we encourage that you and your supervisor complete the Student Employment On-Boarding Form found [here](#).