

STUDENT WORKER INTERVIEW

If you qualify for the student worker program, the Job Placement Center will evaluate your application and, upon your approval, direct you to prospective on-campus employers where you may be interviewed for the open position. These prospective employers will have expectations for the candidate who will successfully meet the requirements of the position. It is your responsibility to be aware of these expectations and to demonstrate to the employer how you meet the expectations by the way in which you respond to interview questions.

The following checklist may be helpful:

Expectation #1: APPEARANCE

“Do you look like the right person for the job?”

- The way you look: Dress, grooming and hygiene
- The way you behave: Confident and courteous
- The way you write: Neat, complete and accurate
- The way you speak: Clear, correct and enthusiastic

Expectation #2: DEPENDABILITY

“Can you be counted on to do the job?”

- Attendance
- Punctuality
- Reliability

Expectation #3: SKILLS

“What can you do that relates to the job you want?”

- Job-related skills
- Transferable skills
- Self-management skills

Tips for a successful interview

- Arrive a few minutes early.
- Check your dress and grooming in a mirror before you arrive.
- Be friendly and professional with the receptionist.
- Emphasize your best skills and experiences for the job, and give examples to support them.

More tips for a successful interview

- Practice answering difficult questions.
- Answer the question “Why should I hire you?” even if it is not asked.
- Be relaxed and friendly during the interview.
- Listen to the interviewer and listen to your responses.
- Summarize your key strengths before you leave.
- If you want the job, say so.
- Follow up after the interview with a thank-you note.



STUDENT WORKER ORIENTATION WORKSHOP

It is suggested that each student who obtains on-campus employment attend a student worker orientation workshop. The orientation workshop is designed to familiarize the student with various important and related responsibilities, procedures, guidelines, policies and expectations that accompany on-campus student employment at Antelope Valley College.