

## **STUDENT RESPONSIBILITIES/EMPLOYMENT SUCCESS**

Each student employee is an important and valuable asset to the successful operation of CU-Boulder. We want you to enjoy the association and expect that you will put forth your very best effort. The following information is general in nature. Your supervisor will tell you what is expected of you for your specific job assignment.

1. The people in the office where you are assigned are depending on your help. Continued tardiness or failure to notify your office whenever you cannot report for work can be sufficient grounds for termination of your employment.
2. You are expected to work the hours assigned and to indicate the number of hours worked on your time card each working day, before you leave.
3. Avoid making appointments that will conflict with your working hours. If you cannot avoid doing so, please notify your supervisor as far in advance as possible.
4. When answering the telephone, identify the office in which you work. Your supervisor may also wish for you to state your name (for example: "Student Employment, John Doe speaking").
5. Information regarding individual students or staff members that you may come in contact with during the course of your work is considered to be confidential and may not be released without your supervisors specific approval.
6. Your friends should not visit you during working hours. Personal phone calls are highly discouraged and may be made only with your supervisor's specific permission.
7. Ask questions whenever you do not understand the instructions given to you; make sure you understand what is expected of you.
8. Keep your time card up to date, somewhere at your work site where your supervisor has access to it, and submit it to your supervisor prior to the payroll closing date. If you are working at an off-campus site, you are responsible for getting your time card to your supervisor.
9. Keep track of the total number of hours you have worked. Work- study students cannot work beyond the total amount of their award unless the employer has agreed ahead of time to pay 100% for your earnings. You may be the only one who knows from one month to the next exactly how many hours you have worked.
10. Work-study students need to notify their employer as soon as possible on any changes to their financial aid and/or enrollment.

## **SEVEN STEPS TO EMPLOYMENT SUCCESS:**

1. **Follow Up**  
After applying, contact the employer to check on the status of your application and check to see if they need any more information.
2. **Show Up Early**  
When arriving for an interview or a scheduled shift, arrive five to ten minutes early in order to ensure that you are in the right place. Remember: first impressions can make a world of difference
3. **Dress Appropriately**  
You are not going to the gym or a club. Dress business casual (slacks/skirt and a nice shirt). Again, your interview is your potential employer's first impression and your appearance should convey your desire to be there.
4. **Interviewing Tips**  
During your interview, spit out your gum, watch your language (profanity and "college talk" i.e. "like," "you know," "totally," etc.), make eye contact, smile, and go in knowing your strengths and weaknesses. Attention to

small details may make the difference between you and another candidate.

5. Missing Work/Interview

Everyone gets sick or has emergencies that arise. To ensure that you handle them appropriately, call your employer as soon as you know that you will not be able to make it to work or to the interview. Not showing up is not an option. Employers typically are flexible, but the more notice you can give them, the more understanding they will be.

6. Communicate

Let your employer know if you do not understand a policy or assignment. Employers would much rather answer questions than find out later that you did an assignment incorrectly.

7. Quitting

If you need to leave a job permanently, the standard notice is two weeks. Give the employer the time to find someone new to fill your position. This will allow you to use the employer as a reference for future positions.