



IMPORTANT! : You cannot work on-campus more than 20 hours per week while school is in session. Please see an International Student Adviser if you have any questions about employment.

Student Employment Etiquette in the United States

As a student employee at the University of Colorado, you will need to understand and follow the rules of etiquette expected by the working world in the United States. Below are some of the most important expectations:

- 1) Accept a job offer only if you plan to **work for the offering department for at least a semester**. Some on-campus employers at CU have complained that international students have accepted jobs and then quit once they got social security numbers. These employers are less likely to hire an international student in the future, especially a student without a social security number. Remember that your actions reflect on all students from your country and even on all international students.
- 2) Make sure you **go to work when scheduled and arrive on time**. If you must miss work or arrive late unexpectedly, contact your supervisor before your shift begins or as soon as you can. If you know you will have a schedule conflict, contact your supervisor ahead of time. Most employers are willing to adjust students' schedules occasionally to accommodate important tests or other events, especially if there is enough time for your employer to find someone else to work in your place.
- 3) When you decide to quit your job, be sure to notify your supervisor in person and in writing. It is customary and good etiquette to **give at least two weeks' notice** in advance of the date you plan to leave the job.

Following these rules of business etiquette will help create a positive impression of you as an employee, which may be useful to you in getting a good recommendation for an important internship later. It will also make it easier for the next international student who hopes to be hired.

Please sign to indicate that you have read and understand the information above and agree to follow this etiquette.

Name (please print) _____

Signature

Date