



HOW TO FIND A JOB ON CAMPUS & JOB INTERVIEW ETIQUETTE

CSUDH | OFFICE OF INTERNATIONAL
EDUCATION

DIRECTORY

CSUDH

CALIFORNIA STATE UNIVERSITY
DOMINGUEZ HILLS

Hosted by Office of International Education

BENEFITS OF WORKING ON CAMPUS



- Convenient
- Flexible schedule
- First-hand work experience
- Make connections

RESOURCES FOR JOB SEARCH



- Career Center
- <https://www.csudh.edu/career-center/>
 - Handshake – a career management system that allows students to search for jobs on campus
 - To join Handshake – go to MyCSUDH portal and
 - <https://csudh.joinhandshake.com/login>

JOB SEARCH RESOURCES WITHIN CAREER CENTER



RESOURCES FOR JOB SEARCH



- Word of mouth/check with departments
 - Loker Student Union
 - University Housing
 - Bookstore
 - Office of Student Life
 - The Associated Student, Inc. (ASI)
- Reach out to your major department



HOW SHOULD I START THE PROCESS OF FINDING A JOB ON CAMPUS



- Start early
- Be the first to apply
- Many offices on campus are always looking for student assistants
- Update your resume
- Use proper format & standard
- Clarify your qualification
- Market yourself

ETIQUETTE WHEN RESPONDING TO EMAILS



- Use standard format
- Include a subject line
- Use proper/professional email address
- Be polite and professional
- Address hiring managers by their titles (e.g., Mr., Ms., Dr.)
- Check, check attachments
- Include your contact information and name



ETIQUETTE FOR JOB INTERVIEW



- Arrive on time (15 minutes before the interview)
- Dress appropriately
- Act professional when you land a job interview
- Be polite
- Do your homework about the department/company you are seeking employment



Reference

Career Center <https://www.csudh.edu/career-center/> 

Handshake <https://csudh.joinhandshake.com/login>  handshake

Standout <https://csudh.standout.com/> 

CareerSpots <http://www.careerspots.com> 

Calstatepays <https://calstatepays.org> 

LinkedIn <https://my.csudh.edu/> 

Interstride <https://student.interstride.com/>  Interstride

All campus departments <https://www.csudh.edu/administration/all-departments/> 



