

How to Interview and Hire Students

Writing the Job Advertisement and Job Description*

A. What are three or four specific jobs that the student will do in this position?

- 1.
- 2.
- 3.
- 4.

B. Are there any special skills that the student needs to already have to do the job?

Examples:

Computer skills, knows how to use Excel, Word, Outlook, etc.
Has worked with children
Knows how to use equipment
Customer Service Skills

C. Are there special requirements? Specify.

Examples:

Must have transportation.
Must be available from _____ to _____.
Weekend work required.
Must wear business casual attire.

*Developed from a workshop conducted by Dr. Mary Clements, Professor, Director Center for Teaching Excellence, Berry College

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