

**K-State Student Union
Student Employee Interview Form**

A K-State student employee is defined as a K-State student enrolled in no less than 6 credit hours in a semester. Per Union policy 4720, *Hourly Student Employees*, only as an unusual circumstance will the Union hire a student who is enrolled at another college or university. Every effort should be made to hire K-State students.

Applicant Name:

Interview Date:

Position(s) Interviewing For:

Person(s) Conducting Interview:

Supervisor:

- Explain: *The Union serves as the center for the campus community, supporting the mission of the university. The Union is operated as a department within Student Life; however, the Union is a separate entity. Union employees are not employees of the university or of the state of Kansas.*
- Discuss position responsibilities, hours of work, rate of pay, general employee expectations.
- Explain that some questions will be asked regarding how the applicant handled “real-life” situations; you are looking for the applicant to provide a summary of the *situation*, the *action* they took, and what the *result* was.
- Ask about any relevant work experience as indicated on the application.
- Discuss *Talking Points* (pg. 3).

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1. Tell me a little bit about yourself and what you are pursuing here at K-State.

 2. What is your class schedule and work availability for this semester?
 - How many hours per week are you seeking to work?
 - Are you available to work:
 1. Noon hour?
 2. Evenings?
 3. Weekends?
 4. School break?

 3. Describe a time in a previous work/class situation where you went above and beyond the call of duty.

Situation:

Action:

Result:

 4. Describe a strength or skill you have developed that you believe will help you to be successful here.

 5. Describe a time when you had to work on a project/job with someone who you did not see eye to eye with.

What did you do to make the situation work?

Situation:

Action:

Result:

6. Describe a situation when you were part of a successful team/group. What do you think made that team successful?

Situation:

Action:

Result:

7. Department Specific Question (Write question here):

Answer:

8. Department Specific Question (Write question here):

Answer:

9. Department Specific Question (Write question here):

Answer:

10. Department Specific Question (Write question here):

Answer:

11. Are the references you listed on your application professional or personal references? (Ensure at least one is a professional reference).

12. Do you have any questions for me?

Q1:

Q2:

Q3:

13. Supervisor Information:

Inform the applicant a hiring decision will be made after you review the interview information and contact references. If a decision is made to hire, the applicant will be contacted to schedule new employee orientation. The general timeline to an offer is two business days. Delay may occur when the Union is unable to connect with references. Suggest the applicant contact references to alert them the Union will be contacting them.

Interviewer(s) Signature: _____

Talking Points:

The talking points below are designed to highlight the many benefits of being a student employee at the Union. It is important to ensure these benefits are discussed during each student employment interview.

- Students with a minimum cumulative GPA of 3.0 are eligible for an annual scholarship in the amount of \$500 (\$250 per semester) from the Union.
- Hourly K-State student employees are exempt from social security and Medicare taxes being withheld. This is commonly referred to as FICA; the current FICA rate is 7.65% of gross wages.
- Students enjoy a flexible work schedule because school is priority number one.
- Students can participate in the many fun Union employee social events.
- Student employees receive discounts at Campus Store, Cats' Den, Bowling Center, & select Union restaurants.
- Students enjoy easy access to work by staying right here on campus.
- The pride that comes along with working at the #1 ranked union in Kansas and #16 throughout the country! (According to CollegeRank.net, 2017)
- Advancement opportunities are available.
- Obtain a professional reference for future employment.
- Learn and develop essential skills for the future:
Dependability | Accountability | Honest and Integrity | Teamwork | Work Ethic
Career-specific responsibilities | Leadership | Motivation and Initiative | Communication
Time management | Analytical thinking | Flexibility and Adaptability | Inclusion

Screening and Interview Guidelines

- Screen the applicant by reviewing the application information and availability of the student.
 - If the applicant is not available to work when there is a gap in the unit's shift coverage it is not necessary to move the applicant forward to the interview process.
 - If an applicant has not submitted their school schedule/availability, it is appropriate to contact the applicant. Contacting the applicant regarding availability is not an interview and is only part of the screening process.
- If the applicant is successful in the screening process, call the applicant to schedule an interview.
- Video-interviewing is acceptable when an in-person interview is not possible.
- Ask the pre-determined interview questions and note the applicant's answers.
- Determine if the applicant is able to perform the job duties (with or without a reasonable accommodation) in order to be successful in the position.
- After the interview, secure at least one professional reference.