



International Student Employment Conference

20 Minute Mini-Sessions:

On-Campus Job Search
What is "Hire Paperwork" ?
Career Fair Hints



What you can expect:

- Speed introduction to basic employment topics
 - On-Campus Job Search Tips
 - What is "Hire Paperwork"?
 - Career Fair Tips / Etiquette
- Q & A and Resources
 - Save your questions to the end please!
 - Information on Campus Resources



On-Campus Job Search

- What is allowed?
- How can I find a job?
 - BroncoLink
 - Resume vs. Application
- When can I start?
 - Hire paperwork.
 - Setting expectations
- Where do international students work?
- What do I need to know to be successful?



What is "Hire Paperwork"?

Or, I've been offered a job, now what?

- The dreaded (and coveted) SSN
- I-9 (employment eligibility verification)
- W-4 (tax withholdings)
- Employment Agreement
- Direct Deposit
- Benefits Paperwork
- Emergency Contact / Info Sheet / Application



Career Fair Preparation

- Define Your Goals
- Bring Resumes
- Do Your Homework
- Prepare Your Introduction (and make it original)
- Practice Your Answers
- Dress Appropriately
- Be prepared to speak about your immigration status (even though you should not have to).



Career Fair Etiquette

- Allow Enough Time
- Take the Initiative
- Emphasize Your Skills
- Get Contact Information
- Take Notes
- Be Courteous



Q&A