

# How to be a Successful Student Employee

Remember, student employment is a job and not paid time to complete homework.

## Tips to be successful

1. Show up for work **on time**.
2. **Limit cell phone use** while on the job.
3. **Submit your time card** before the deadline.
4. **Call your supervisor** if you are unable to make it for your scheduled shift.
5. **Dress appropriately**. Be sure and ask what appropriate work attire is for the department you are working in.
6. **Teamwork**. Be a team player and help out as much as you can.
7. **Ask questions** if you do not understand something.
8. Provide **high quality customer service** to students, staff and community members.
9. **Ask how you can help**. If you have completed all your tasks, ask what else you can help out with.
10. **Communicate** and notify your supervisor if you are experiencing any problems on the job.

Be sure to check out our **Career Readiness Workshop Series** scheduled throughout the semester designed to help you improve your employment skills. Click on the **Workshop & Events** section on the Center for Student Careers and Employment homepage.