

## 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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