Applying for Positions within WSU

Presented by: Human Resource Services

February 2016

WSU Job Postings

<table>
<thead>
<tr>
<th>Position Details</th>
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<td><strong>Department</strong></td>
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WSU Job Postings

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WASHINGTON STATE UNIVERSITY

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All successful candidates must meet the Required Qualifications for any Civil Service or AP position.

**Required Qualifications**
- High School graduation or equivalent and one year of clerical experience; OR equivalent education/ experience.
- Must have or be able to obtain at time of hire a valid unrestricted driver’s license.
- Demonstrated computer skills and competency with Microsoft Office software including Word, Excel, and Outlook.

**Additional Requirements**
- Two (2) years of experience in an academic department in a higher education setting or similar customer-oriented organization.
- Demonstrated multi-task capabilities. Demonstrated contractor skills in database development and management.
- Excellent interpersonal, written and oral communication skills.
- Demonstrated organizational skills.
- Demonstrated ability to manage conflict with diplomacy and handle stressful situations in a high-paced and fast-paced office environment.

All required application materials submitted by closing date.

**WSU Job Postings**

**Online Application System**

[WSUjobs.com]
Application Materials

Cover Letter
- Demonstrate how you meet the qualifications of the position
- Be specific, clear and concise
- Highlight your past work history that may compliment this position, educational qualifications (degrees, diplomas)
- Market yourself

Components of a Resume
- Contact Information
- Job Objective
- Education
- Employment History
- Skills and Abilities
- Activities/Honors
- References

Demonstrate how you meet minimum qualifications:
Don’t assume that the department already knows your work history/qualifications
**Application Materials “Do's and Don'ts”**

- Attaching photos
- Oversharing (6 cats, 12 fish and a red car…)
- Under-sharing: very important to demonstrate how you meet the minimum qualifications of the position
- Review spelling and grammar before submitting materials
- Do not assume that the department knows your work history or qualifications

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**WSU is an Equal Employment Opportunity and Affirmative Action Educator & Employer**

Washington State University (WSU or the University) is an equal opportunity employer committed to providing equal opportunity in education, employment, membership and contracts without regard to race, sex, sexual orientation, gender identity/expression, religion, age, color, creed, national or ethnic origin, physical, mental or sensory disability, marital status, genetic information, and/or status as a veteran. WSU has made, and will continue to make, every effort to eliminate barriers to equal opportunity encountered by these protected group members and to improve opportunities available to underrepresented groups, in compliance with state and federal law.

[Use this link to access WSU's Equal Employment Opportunity and Affirmative Action Policy]
Preparing for an interview
Common interview questions
Different question types
Practice answers, but don’t sound too rehearsed
Sell yourself, market your strengths
Follow-up questions/Interview the Interviewers

Must an employee be granted leave with pay to take an examination or participate in an interview during scheduled work hours?
- Applying WAC vs. using Annual Leave (AL)
  - WAC 357-16-105
  - WAC 357-31-325
- Applies to WA State Government jobs – not private sector
- If your supervisor knows about the interview = paid-supervisor may verify that employee showed up for the interview
- If you choose not to notify your supervisor about the interview then you must use annual leave to attend the interview
**Interviewing Techniques**

- **STAR** Interview Technique

  S - situation or;
  T - task
  A - action you took
  R - result you achieved

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**Interview Question Activity**

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**In your group, develop a response using the STAR technique for the question below:**

- 1) Tell me about how you worked effectively under pressure.
- 2) How do you handle a challenge? Give an example.
- 3) Give an example of how you set goals and achieve them.
- 4) Have you ever made a mistake? How did you handle it?
- 5) Describe a decision you made that wasn’t popular and how you handled implementing it.
Interviewing – Tips for Success

• To Do’s
  - Dress professionally
  - Be honest
  - Be confident (see preparation)
  - Listen to the questions and answer what was asked
  - Collect your thoughts before responding when asked a tough question
  - Ask any questions you have
  - Send thank you note or email as soon as possible

• Use Caution:
  - Dressing casually
  - Perfume/cologne or other scents
  - Answering quickly – may result in not fully answering the question
  - Body language (non-verbal communication)
  - Humor
  - Slang

Tips for reducing interview anxiety

• Treat yourself well
• Visualize success
• Reduce stressors
• Do your research
• Interview the interviewer
• Take your time
• Be prepared
• Ask when a decision will be made

Moving Forward

• Successful or Unsuccessful Interview
• Accepting/Denying the position
• Asking for feedback
• Listening to feedback/moving forward
Notifying your Department

- Timing/preference
- Civil Service (2 weeks)
- Administrative Professional (30 days)
- Work with your current supervisor, have an open conversation about your transition

Contact Information
Human Resource Services
509-335-4521
hrs.wsu.edu/HRS Information
hrs@wsu.edu

WSU employees attending this session via videoconferencing and who wish to have it documented on their training history must notify Human Resource Services within 24 hours of the session date:
hrstraining@wsu.edu