

INSTRUCTIONS FOR APPLYING FOR TEMPORARY HOURLY AND PIECE RATE POSITIONS AT WASHINGTON STATE UNIVERSITY

1. Complete the Temporary Employment Application form. Be specific when listing your skills and previous work experience - give dates.
2. Make several copies of your completed application form to take with you to your interviews. Employers may want to keep a copy of your application. If you are hired, the department should be given a copy of your application.
3. Check the bulletin boards adjacent to French Ad Room 141 or the world wide web at <http://www.hrs.wsu.edu> for available jobs. Select the jobs for which you choose to apply. Note the position title, contact name, phone number, address, and application procedure.
4. Follow the application procedure noted on the job postings. You may need to call for an appointment, apply in person, email for information/interview, or submit an application in advance.
5. Take a copy of your application form when you interview.
6. Present yourself at the interview on time. Dress appropriately. Remember you are trying to sell yourself!
7. When you are hired, be prepared to provide documentation within three days to verify that you are eligible to work in the United States. The most common identification documents are your driver's license and your social security card.
8. GOOD LUCK!

