CAREER SERVICES

Workshops & Career Events

AUGUST

Student2Work-Supervisor Workshop

<table>
<thead>
<tr>
<th>Location</th>
<th>Room</th>
<th>Time</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Winona</td>
<td>Dining Room B</td>
<td>2:00-3:00 p.m.</td>
<td>Mon. August 7</td>
</tr>
<tr>
<td>Rochester</td>
<td>CF 202</td>
<td>1:00-2:00 p.m.</td>
<td>Wed. August 9</td>
</tr>
<tr>
<td>Winona</td>
<td>Dining Room B</td>
<td>9:00-10:00 a.m.</td>
<td>Thurs. August 10</td>
</tr>
</tbody>
</table>

Understanding Generational Differences
WSU Faculty and Staff Workshop

<table>
<thead>
<tr>
<th>Location</th>
<th>Room</th>
<th>Time</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Winona</td>
<td>Gildemeister 156</td>
<td>1:00-3:00 p.m.</td>
<td>Tues. August 22</td>
</tr>
</tbody>
</table>

Student2Work-Get That Campus Job!

<table>
<thead>
<tr>
<th>Location</th>
<th>Room</th>
<th>Time</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Winona</td>
<td>Dining Room B</td>
<td>1:00-2:00 p.m.</td>
<td>Wed. August 30</td>
</tr>
<tr>
<td>Winona</td>
<td>Dining Room B</td>
<td>11:00 a.m.-12:00 p.m.</td>
<td>Thurs. August 31</td>
</tr>
</tbody>
</table>

Winona State University
Career Services
110 Gildemeister
Winona, MN 55987
507-457-5340
www.winona.edu/career
## Workshops & Career Events
### Fall 2006
All workshops are FREE and open to all WSU students!

<table>
<thead>
<tr>
<th>Workshops:</th>
<th>Location:</th>
<th>Room:</th>
<th>Time:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student2Work – Supervisor Workshop</td>
<td>Winona</td>
<td>Dining Room B*</td>
<td>2:00-3:00 pm</td>
<td>Monday, August 7</td>
</tr>
<tr>
<td>Student2Work – Supervisor Workshop</td>
<td>Rochester</td>
<td>CF 202</td>
<td>1:00-2:00 pm</td>
<td>Wednesday, August 9</td>
</tr>
<tr>
<td>Student2Work – Supervisor Workshop</td>
<td>Winona</td>
<td>Dining Room B</td>
<td>9:00-10:00 am</td>
<td>Thursday, August 10</td>
</tr>
<tr>
<td>Understanding Generational Differences</td>
<td>Winona</td>
<td>Gildemeister 156</td>
<td>1:00-3:00 pm</td>
<td>Tuesday, August 22</td>
</tr>
<tr>
<td>(WSU Faculty &amp; Staff workshop)</td>
<td></td>
<td>(Faculty/Staff Development Days)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student2Work – Get That Campus Job!</td>
<td>Winona</td>
<td>Dining Room C&amp;D</td>
<td>1:00-2:00 pm</td>
<td>Wednesday, August 30</td>
</tr>
<tr>
<td>Student2Work – Get That Campus Job!</td>
<td>Winona</td>
<td>Dining Room C&amp;D</td>
<td>11:00 am-12:00 pm</td>
<td>Thursday, August 31</td>
</tr>
<tr>
<td>Student2Work – Supervisor Workshop</td>
<td>Winona</td>
<td>Purple Rooms</td>
<td>2:00-3:00 pm</td>
<td>Thursday, September 7</td>
</tr>
<tr>
<td>Career Services and YOU (EZlink)</td>
<td>Winona</td>
<td>Dining Room B</td>
<td>3:00-4:00 pm</td>
<td>Monday, September 11</td>
</tr>
<tr>
<td></td>
<td>Winona</td>
<td>Dining Room B</td>
<td>11:00 am-12:00 pm</td>
<td>Tuesday, September 12</td>
</tr>
<tr>
<td></td>
<td>Rochester</td>
<td>EA 119</td>
<td>3:00-4:00 pm</td>
<td>Wednesday, September 13</td>
</tr>
<tr>
<td>Make Your Resume Stand Out</td>
<td>Winona</td>
<td>Dining Room B</td>
<td>1:00-2:00 pm</td>
<td>Wednesday, October 4</td>
</tr>
<tr>
<td>From the Crowd!</td>
<td>Rochester</td>
<td>SH 105</td>
<td>4:00-5:00 pm</td>
<td>Wednesday, October 4</td>
</tr>
<tr>
<td>Interviewing to Win</td>
<td>Winona</td>
<td>Dining Room B</td>
<td>1:00-2:00 pm</td>
<td>Monday, October 9</td>
</tr>
<tr>
<td></td>
<td>Rochester</td>
<td>CF 202</td>
<td>1:00-2:00 pm</td>
<td>Monday, October 9</td>
</tr>
<tr>
<td>Make the Most of Career Fair!</td>
<td>Winona</td>
<td>Dining Room B</td>
<td>3:00-4:00 pm</td>
<td>Wednesday, October 18</td>
</tr>
<tr>
<td></td>
<td>Rochester</td>
<td>EA 119</td>
<td>3:00-4:00 pm</td>
<td>Wednesday, October 18</td>
</tr>
<tr>
<td></td>
<td>Winona</td>
<td>Dining Room B</td>
<td>1:00-2:00 pm</td>
<td>Thursday, October 19</td>
</tr>
<tr>
<td>Understanding Generational Differences</td>
<td>Winona</td>
<td>Dining Room B</td>
<td>10:30-11:30 am</td>
<td>Tuesday, October 31</td>
</tr>
<tr>
<td>As Students Today</td>
<td>Rochester</td>
<td>CF 202</td>
<td>10:00-11:00 am</td>
<td>Thursday, November 2</td>
</tr>
<tr>
<td>Networking for Success</td>
<td>Winona</td>
<td>Dining Room B</td>
<td>1:00-2:00 pm</td>
<td>Wednesday, November 8</td>
</tr>
<tr>
<td></td>
<td>Rochester</td>
<td>CF 202</td>
<td>4:00-5:00 pm</td>
<td>Monday, November 13</td>
</tr>
</tbody>
</table>

*(Dining Room B in Kryzsko Hall)*
Events: | Location: | Room: | Time: | Date: |
---|---|---|---|---|
Careers at Mayo Clinic Networking Event | Rochester | UCR Field house | 2:30-4:00 pm | Tuesday, October 10 |
Career Fair | Winona | McCown Gym | 12:00-4:00 pm | Wednesday, October 25 |
Government Internship Job Fair | University of MN | Coffman Center | 12:00-5:00 pm | Friday, October 27 |
Volunteer Fair | WSU | Kryzsko Commons | 12:00 – 2:00 pm | Tuesday, October 31 |
Etiquette Dinner | Winona | East Hall | 5:30-7:30 pm | Tuesday, November 14 |

WORKSHOP AND EVENT DESCRIPTIONS

**Student2Work – Get That Campus Job! (for students)**
The Business Office, Financial Aid, and Career Services have teamed up to present information on how to obtain a campus job including Work Study, Student Help, etc. Also, where to find the positions, how to use the website, important forms, and more!

**Student2Work – Supervisor Workshop (for student help supervisors)**
The Business Office, Financial Aid, and Career Services have teamed up to explain the online job listing site for Work Study and Student Help positions. Learn how to utilize this easy process including the website, important paperwork, and experiential learning opportunities for students!

**Career Services and YOU!**
This is a general session that will educate you on all the offerings, services, and programs Winona State University Career Services department can offer you, beginning as a First-year student all the way to Senior!

**Make Your Resume Stand Out From the Crowd!**
Learn how to write a resume that gets results! Career Services professionals will advise you on how to write an effective resume and how to turn your work experience into transferable skills that employers are looking for today!

**Interviewing to Win**
Learn the 10 Rules of Interviewing; interview etiquette, what happens during the interview, and the tips needed to land the job!

**Make the Most of Career Fair!**
Be prepared for the Career Fair! Learn who is coming, what to bring, why attend, and what to research before you go!

**Understanding Generational Differences as Students Today!**
What generation am I? Millennial? Generation X? Baby Boomer? Traditionalist? How do I relate to the others? How do I communicate effectively to classmates, staff, and faculty that are different than me? Learn more about all of this at this participatory workshop!

**Networking for Success!**
Learn why it’s important to network and the six vital steps it takes to get there! Learn how to develop the total “sales package” (YOU)!
Careers at Mayo Clinic Networking Event
This exciting event will provide you with an opportunity to start that networking effort with individuals from Mayo Clinic. Students need to register for this event at Career Services. Deadline for registration is September 29, 2006. Attendance will be offered on a first come, first served basis, and the event will only be held if there is enough student interest…so make sure to register as soon as possible!

Career Fair
Visit with over 100 employers and graduate schools and discuss internship possibilities, seek out employment opportunities, obtain career information, or research graduate schools!

Government Internship Job Fair
Meet with government agencies seeking professional candidates for job and internship opportunities within their organization.

Etiquette Dinner
Take advantage of this awesome opportunity to learn dining etiquette that will help you build confidence and practice networking!
CAREER SERVICES

Workshops & Career Events

SEPTEMBER

Student2Work-Supervisor Workshop

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Career Services and YOU (EZlink)

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Winona State University
Career Services
110 Gildemeister
Winona, MN 55987
507-457-5340
www.winona.edu/career
Student2Work

“Get That Campus Job!”

Winona State University
Career Services
Business Office
Financial Aid
What is Student2Work?

- Career Services’ online job listing site for Work Study, Student Help, part-time, and full-time jobs
Status of Students
Registered for EZlink

- **2005 EZlink self-registered students**
  - June: 27
  - July: 8
  - August: 0
  - 35 TOTAL!

- **2006 EZlink self-registered students**
  - June: 167
  - July: 258
  - August: 437
  - 862 TOTAL!
What is Work Study?

- A financial aid-based job (442 current positions + 31 L-21 renewals!)
- 20 new work study positions 2006-07!
- Can work in any WSU department that offers work study
- Some off-campus work study positions available as well
- Check with Financial Aid department (Somsen 108) if unsure
What is Student Help?

- Positions are funded by individual departments on campus (600+ current positions!)
- All students are eligible to apply
Student Payroll Statistics

- Average total # of students paid every two weeks during fall & spring = 1,150; summer = 360
- Average total payroll $$ earned every two weeks during fall & spring = $200,000; summer = $140,000
- Calendar year total paid to student employees = $4,275,000
- Over 3,000 work authorizations are entered each year
- 105 departments on campus provide student employment opportunities
What are the Benefits for Students to Work at WSU?
Benefits for Students to Work at WSU

- Experiential learning
- Get to know the campus, staff, and faculty
- Meet people – make friends!
- Flexible hours
- Some positions available during summer
- Career ladder
- Portfolio opportunity (example)
“What new skills have you gained?”

- “How to work with clientele, problem solving, room set-ups”
- “I enhanced my verbal and written communication skills”
- “Gave me opportunities to work with a real-world company”
- “Valuable business experience”
- “I learned how to make a website!”
- “How to conduct literature reviews”
- “Learned about Lean in Healthcare”
“How have you been able to apply new skills or knowledge?

- “Specific computer skills—I felt as though I was ahead of the class!”
- “I learned how to deal with people in a variety of moods and to try and stay respectful and courteous”
- “Increased knowledge on anatomy”
- “Interviewing skills”
- “Learned new cultures and how to understand different perspectives around the world”
- “What effect culture has for students in study abroad”
And the students said……

- “This position has allowed me to be more professional with clientele. I have better knowledge of why conferences are conducted and I feel that I am able to problem solve much better than I used to.”

- “Now that I have a better understanding of technologies, I hope I will have the opportunity in the future to utilize and expand my knowledge of these skills in the creation of websites. I learning a lot through this position and would recommend it to anyone who has an interest in computers or technology.”
And the students said……

“This position has allowed me to be more professional with clientele. I have better knowledge of why conferences are conducted and I feel that I am able to problem solve much better than I used to.”
The students said…..continued…

“Along with the knowledge I have gained, I have also been able to gain several skills and credibility. Students, along with professors, notice my efforts in improving the study abroad programs at WSU. It’s nice to know what you do and work hard for are making a difference!”

Education major/Spanish teaching
How Do I Find a Student2Work Job?

- www.winona.edu/career
- Click “create an EZlink account today”
- Read agreement – click “accept”
- Fill in profile information
- Gender, birthdate, ethnicity optional
- “Welcome Screen” offers option to “upload resume”
Upload Your Resume

- Select “Upload a Document”
- Click “Browse”
- Click “Upload”

- Need resume help? Call Career Services at 5340 or attend a workshop!
Find and Apply for Jobs

- Select words “Jobs & Internships”
- Select “Job/Internship Search”
- Select the type of job you are searching for (on the left side menu)
- Click on Job Title or Employer
- Locate How to Apply
- Email resume, etc.
Paperwork, Paperwork, Paperwork!

- Work Authorization Form (“contract”)
- Work Study / Student Help
- I-9
- Time Sheets
- $8.40/hour = minimum wage
- Pay Stubs/Direct Deposit
- Websites (on bookmarks!)
Frequently Asked Questions

- When will I be paid?
- Do I have to do new paperwork every year?
- How much work study money do I have left to earn?
- Can I work in more than one department?
- How many hours can I work?
- Will I have to pay taxes?
Taxes – A Necessary Evil!!

- All income is taxable—including work study!
- How you complete your W-4 form determines how we withhold taxes.
- MW-R determines the state for which we withhold taxes (makes a difference if you’re from Wisconsin)
- FICA (Social Security and Medicare) Tax; effects you in the summer!
# W-4

**Employee’s Withholding Allowance Certificate**

- Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.

<table>
<thead>
<tr>
<th>Type or print your first name and middle initial</th>
<th>Last name</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

<table>
<thead>
<tr>
<th>Home address (number and street or rural route)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>City or town, state, and ZIP code</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total number of allowances you are claiming (from line H above or from the applicable worksheet on page 2)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Additional amount, if any, you want withheld from each paycheck | |
|                                                                |        |

| I claim exemption from withholding for 2006, and I certify that I meet both of the following conditions for exemption. |
|-------------------------------------------------------------------------------------------------------------|--------|
| • Last year I had a right to a refund of all federal income tax withheld because I had no tax liability and |        |
| • This year I expect a refund of all federal income tax withheld because I expect to have no tax liability. |        |

If you meet both conditions, write “Exempt” here. 

<table>
<thead>
<tr>
<th>Date</th>
</tr>
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</table>

**Employee’s signature**

(Form is not valid unless you sign it.)

<table>
<thead>
<tr>
<th>Employer's name and address (Employer: Complete lines 8 and 10 only if sending to the IRS.)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
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</table>

<table>
<thead>
<tr>
<th>Office code (optional)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Employer identification number (EIN)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

For Privacy Act and Paperwork Reduction Act Notice, see page 2.

Cat. No. 10220Q

Form W-4 (2006)
Frequent Errors

- Time Sheets are late
- Time Sheets totaled wrong – often hours are missing!!
- W-4 completed wrong
- Missing identification for I-9
- No MW-R if you are from Wisconsin
- Work beyond “end date” on authorization and miss getting paid on time
Who Do I Call?

- Kathy Mahlke, Student Payroll Account Clerk
- Business office, Somsen 205N
- Phone: 457-5065
- kmahlke@winona.edu
Who Do I Call?

- Career Services, 5340
- 110 Gildemeister Hall
- Career Advisors & Counselors
- Assistance on EZlink/positions
- www.winona.edu/career
Tips in “Getting the Job!”

- Follow job instructions on website (app., resume, stop in, email, phone, etc.)
- Good resume/letter (5340 if need help)
- Complete application (CS website)
- Computer skills
- Work experience (transferable skills)
  - For example: “Taco Bell Cashier”
    - Provided quality customer service
    - Utilized interpersonal and communication skills
    - Maintained and dispersed funds
Benefits of Student2Work online process

- Allows more students the opportunity
- Time management (quick and easy)
- More “skills oriented” (specific to departments)
- Utilizes technology 24/7
- More accessible to students even before you arrive on campus
- More efficient (hiring may be quicker)
- Easy to use!
EVALUATION AND THANKS FOR COMING!
Student2Work .......... “Get That Campus Job!”
International Students

Winona State University
Career Services
Business Office
Handouts in Folder

- “Bookmark” listing resources
- Employment Guidelines (please read!)
- Working for Chartwell’s or WSU and rules to follow (orange sheet)
- On-campus department listing (yellow sheet)
- Student2Work and EZLink Guides
- Contract for Career Services
- Free gift registration!
What is Student2Work?

- Career Services’ online job listing site for student employment positions at Winona State University
What is “Work Study”? What is “Student Help”?

- International students are NOT eligible for work study jobs.
- Student help jobs are funded by individual departments on campus (600+ current positions!) and all students are eligible to apply.
Social Security Number

- Before you can apply for a social security number, you must get a job on campus.
- After you are hired, your employer will give you a letter to take to the Social Security Office so that you may apply for a card.
Job opportunities at Chartwell’s

- On Campus Dining Service
- International students are allowed to work for Chartwell’s
- Separate employer
- How do I apply for a job with Chartwell’s?
How Do I apply for a WSU job using Student2Work?

- [www.winona.edu/career](http://www.winona.edu/career)
- Click “create an EZlink account today”
- Read agreement – click “accept”
- Fill in profile information
- Gender, birthdate, ethnicity optional
- “Welcome Screen” offers option to “upload resume”
Find and Apply for Jobs

- Select words “Jobs & Internships”
- Select “Job/Internship Search”
- Select the type of job you are searching for (on the left side menu)— “Student help”
- Click on Job Title or Employer
- Locate How to Apply
- Email resume, etc.
“Door-to-Door” Job Search

- If you are unsuccessful at finding a job using the online process, you may have to apply in person.
- Talk with friends and become familiar with the campus. Find out where the jobs are!
- Job Application or Resume
Frequently Asked Questions

- When will I be paid?
- Can I work in more than one department?
- How many hours can I work?
- Will I have to pay taxes?
Taxes!

- Everyone who works in the U.S. has to pay taxes!
- Owe tax to both the State and Federal governments.
- Tax is automatically taken out of your paychecks every two weeks.
- “Net pay” → bank account.
Who Do I Call?

- Kathy Mahlke, Student Payroll Director
- Business Office, Somsen 205-N
- Phone: 457-5065
- kmahlke@winona.edu
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- Good resume/letter (Call 5340 if need help)
- Complete application (CS website)
- Computer skills
- Work experience (transferable skills)
Thank you!!
Student2Work……
Staff & Faculty

Winona State University
Career Services
Business Office
Financial Aid
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- Calendar year total paid to student employees = $4,275,000
- Over 3,000 work authorizations are entered each year
- 105 departments on campus provide student employment opportunities
What is the Difference Between L-21 and Regular Work Study?

- Application process
- Learning objectives/outcomes
- Experiential learning component
- Reflection (portfolio, etc.)
What are the Benefits for Students to Work at WSU?
Benefits for Students to Work at WSU

- Experiential learning
- Get to know the campus, staff, and faculty
- Meet people – make friends!
- Flexible hours
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Education major/Spanish teaching
How Do WSU Departments Use Student2Work?

- [www.winona.edu/career](http://www.winona.edu/career)
- Scroll down to Staff & Faculty
- Student2Work Job Posting Form
- Fill out and send to Career Services (110 Gildemeister Hall)
- Email, Fax, or campus mail!
- Simple!
- Let Career Services know when hiring complete (so we can remove posting)
Important Information

- Start date/hours
- Job type
- How should the student apply for your position?
- Application deadline
How Do Students Find a Student2Work Job?

- [www.winona.edu/career](http://www.winona.edu/career)
- Click “create an Ezlink account today”
- Read agreement – click “accept”
- Fill in profile information
- Gender, birthdate, ethnicity optional
- “Welcome Screen” offers option to “upload resume”
Find and Apply for Jobs

- Select words “Jobs & Internships”
- Select “Job/Internship Search”
- Select the type of job you are searching for (on the left side menu)
- Click on Job Title or Employer
- Locate How to Apply
- Email resume, etc.
Paperwork, Paperwork!

- Authorization Form/s
- I-9 Form
- W-4 Form
- MW-R Form
- Time Sheets
- Pay Stubs/Direct Deposit
Department Liaison for Student Employment

- One person, in each department, who will be the “expert” on student employment
- Recommended that the office administrative assistant be the liaison
- All faculty/staff, who are hiring, would go to liaison for assistance in completing paperwork, answering questions, etc.
Frequently Asked Questions

- Where to get authorization forms?
- Firing guidelines
- Breaks and lunch periods for student employees
- Balance on work study awards (new tool available – Excel Spreadsheet)
- Identification for I-9 form
- Fiscal year paperwork
Frequent Errors

- Totals on time sheets - 2005-06 over 600 time sheets totaled incorrectly (122 supervisors)!
- Missing cost center on time sheets
- W-4 forms—cannot complete Box 5 AND Box 7 (one or the other)
- Auths must be done (and submitted) as soon as the student is hired!
Who Do I Call?

- Kathy Mahlke, Student Payroll Manager
- Business Office, Somsen 205-N
- Phone: 457-5065
- kmahlke@winona.edu
Who Do I Call?

- Career Services, 5340
- 110 Gildemeister Hall
- Career Advisors & Counselors
- Assistance on EZlink/positions
- www.winona.edu/career
Benefits of Student2work online process

- Allows more students the opportunity
- Time management (quick and easy)
- More “skills oriented” (specific to departments)
- Utilizes technology 24/7
- More accessible to students, even before they arrive on campus
- More efficient (hiring may be quicker)
- Easy to use!
EVALUATION AND
THANKS FOR COMING!
Become familiar with Career Services website [www.winona.edu/career](http://www.winona.edu/career) for locating student-help, work-study, part-time, summer, internship or a full-time permanent position requiring the degree you will earn at Winona State University.

Create Your Username: ______________________   Your Password: ______________________

1. **Create Your Account**
   - Click “Create Your EZlink Account Today!”
   - Read Agreement - Click Accept
   - Fill in your profile information - name, email, username, password, address, phone, etc. If you have not chosen a Major choose “undecided”.
   - Remove the check mark from “Receive email from Experience” (this is an outside job source).
   - Under Gender, Birth date and Ethnicity select I would rather not say.
   - You will receive a Welcome Screen giving you the option to upload your resume.

2. **Upload Your Resume**
   - Select Upload a Document (under Documents on navigation bar)
   - Choose Resume - Click Browse - Locate a resume on your computer Click Open - then Upload
   - Call and ask for an appointment with a Career Advisor to have your resume critiqued 507.457.5340

3. **Find and Apply for Jobs**
   - Select the words Jobs & Internships (on navigation bar)
   - Select Job/Internship Search
   - Under Basic Search - Click Full-Time Positions - or Internships
   - Under 1-Click Search - choose Work-Study jobs, Student-Help jobs, Part-Time jobs, Summer jobs, - or Winona Area jobs
   - Click on a Job Title -or- Employer to open the Job Details
   - Locate How to Apply (at the bottom of the Job Details page)
   - Follow the instructions posted for each job
   - To email your resume on-line Click Apply
   - Select the Resume that you have uploaded into your account
   - Click Submit

4. **Calendar of Events**
   - Select Career Center Calendar (under the Calendar tab on the navigation bar)
   - Select “Calendar” (from the navigation bar)
   - Do a “Calendar Search” or select from the drop down box
   - Click on the Event Name for more details about each event
### Departments with Student Employment Opportunities

*Indicates department has ability to hire work study

<table>
<thead>
<tr>
<th><strong>PRESIDENT'S OFFICE</strong></th>
<th>Somsen</th>
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<tbody>
<tr>
<td>201</td>
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<tr>
<td>*Athletic Academic Advising</td>
<td>MW</td>
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<td>Stadium 401</td>
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<td>*Athletics (Men’s)</td>
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<td>*Athletics (Women’s)</td>
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<tr>
<td><strong>ACADEMIC AFFAIRS</strong></td>
<td>Somsen 211</td>
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<td>*Vice President</td>
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<td>Information Technology Services</td>
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<tr>
<td>*Technical Support Center</td>
<td>Somsen 111</td>
</tr>
<tr>
<td>Technical Support Center (Rochester)</td>
<td>AT 310</td>
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<tr>
<td>*Classroom Support</td>
<td>Howell</td>
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<tr>
<td>B3</td>
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<tr>
<td>*ITV/Classroom Support (Rochester)</td>
<td>AT 308</td>
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<tr>
<td>*Curriculum Center</td>
<td>Howell</td>
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<td>B3</td>
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<td>*E-Learning</td>
<td>Library</td>
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<td>220</td>
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<td>Telecommunications/Safety</td>
<td>Somsen 111</td>
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<td><strong>International/Domestic Study Programs</strong></td>
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<td>*International Student Services</td>
<td>Kryzsko 128</td>
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<td>*Studies Abroad</td>
<td>Kryzsko 126</td>
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<tr>
<td>*Library</td>
<td>Krueger Library</td>
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<td><strong>Research, Assessment, Graduate Studies</strong></td>
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<td>*Grants &amp; Sponsored Projects</td>
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<tr>
<td>*Institutional Research/Assessment</td>
<td>Maxwell 209</td>
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<td>Graduate Studies</td>
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<td><strong>Rochester Center &amp; Outreach</strong></td>
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<td>*Conferencing</td>
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<td>Center</td>
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<tr>
<td>*Office of Continuing Education &amp; Outreach</td>
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<td>*Rochester Center</td>
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<td><strong>ADVANCEMENT</strong></td>
<td>Somsen 210</td>
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<td>*Vice President</td>
<td>Somsen 206</td>
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<td>*Alumni Affairs</td>
<td>Somsen 2015</td>
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<td>*Development</td>
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<td>Print Shop</td>
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<td>Publications</td>
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<td>*University Communication</td>
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<td>WSU Retiree Center</td>
<td>Alumni</td>
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<tr>
<td>House</td>
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<td><strong>FINANCE &amp; ADMINISTRATIVE SERVICES</strong></td>
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<tr>
<td>*Administrative Affairs</td>
<td>Somsen 204C</td>
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<tr>
<td>*Affirmative Action/Human Resources</td>
<td>Somsen 204</td>
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<tr>
<td>*Building Maintenance/Grounds keeping</td>
<td>Service Building</td>
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<tr>
<td>*Business Office</td>
<td>Somsen 205</td>
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<tr>
<td>*Central Stores/Mailroom</td>
<td>Service Building</td>
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<tr>
<td>*Parking</td>
<td>Sheehan Lobby</td>
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<tr>
<td>Security</td>
<td>Sheehan Lobby</td>
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<tr>
<td><strong>STUDENT LIFE &amp; DEVELOPMENT</strong></td>
<td>Vice President</td>
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<tr>
<td>*Vice President</td>
<td>Kryzsko 130</td>
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<tr>
<td>*Admissions</td>
<td>Somsen 106</td>
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<tr>
<td>*Advising &amp; Retention</td>
<td>Phelps 129</td>
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<tr>
<td>*Career Services</td>
<td>Gildemeister 110</td>
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<tr>
<td>*Counseling Center</td>
<td>Gildemeister 132</td>
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<td>*Cultural Diversity</td>
<td>Kryzsko 130</td>
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<td>*Cultural Diversity (Curriculum)</td>
<td>Gildemeister 141</td>
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<tr>
<td>*Financial Aid</td>
<td>Somsen 108</td>
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<tr>
<td>*Fitness Center/Health Services</td>
<td>Wabasha Hall - 101 E. Wabasha St.</td>
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<td>*Intramurals</td>
<td>Memorial B7</td>
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<td>*Registrar</td>
<td>Somsen 114</td>
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<tr>
<td>*Residence Halls</td>
<td>Kryzsko 130</td>
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<td>*Student Answer Center</td>
<td>Kryzsko</td>
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<td>*Student Senate</td>
<td>Kryzsko</td>
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<td>*Student Union</td>
<td>Kryzsko</td>
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<tr>
<td>*WINGS (Winona Graduate Skills)</td>
<td>Gildemeister 110</td>
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<tr>
<td><strong>OFF-CAMPUS</strong></td>
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<tr>
<td>*Rochester Center Tech. College</td>
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<td>Rochester</td>
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<tr>
<td>*Winona Public Library</td>
<td>151 W. 5th St.</td>
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<tr>
<td>*Winona YMCA</td>
<td>207 Winona St.</td>
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<tr>
<td><strong>Reading Tutor Program</strong></td>
<td>Somsen 108</td>
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<tr>
<td>(Winona Area Public Schools)</td>
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<tr>
<td><strong>COLLEGE OF BUSINESS</strong></td>
<td>Dean Somsen 309</td>
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<tr>
<td>*Accounting</td>
<td>Somsen 323</td>
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<tr>
<td>*Business Administration</td>
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<tr>
<td>*Economics/Finance</td>
<td>Somsen 309</td>
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<tr>
<td>*Mgmt Information Systems Operation</td>
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**COLLEGE OF EDUCATION**, *Dean* Gildemeister 135

Business Education  
Somsen 319  
*Child Care Center*  
Wabasha Hall - 101 E. Wabasha St.  
*Counselor Ed/Educational Leadership*  
Gildemeister 132  
*Education*  
Gildemeister 152  
*Physical Education & Recreation*  
Memorial 122  
*Special Education*  
Gildemeister 221  
*Student Teaching*  
Gildemeister 124

**COLLEGE OF LIBERAL ARTS**, Dean Minne 206

*Art*  
Watkins 204  
*Communication Studies*  
PAC 103  
*English*  
Minne 302  
*First Nations Learning Community*  
Phelps 113E  
*Foreign Language*  
Somsen 319  
*Geography*  
Minne 228  
*Global Studies*  
Minne 122  
*History*  
Minne 212  
*KQAL Radio*  
PAC 230  
*Mass Communication*  
Phelps 126  
*Music*  
PAC 146  
*Philosophy*  
Minne 329  
*Political Science*  
Minne 120  
*Print Media Lab*  
Howell B3  
*Psychology*  
Phelps 231  
*Residential College*  
Lourdes Social  
*Work/Sociology*  
Minne 228  
*Stage Management*  
PAC 132  
*Theater/Dance*  
PAC 215  
*Women & Gender Studies*  
Minne 134

**COLLEGE OF NURSING & HEALTH SCIENCE**, *Dean* Stark 301

*Health, Exercise & Rehabilitative Science*  
Memorial 122  
*Master's Nursing (Rochester)*  
UCR EA 138  
*Nursing*  
Stark 303  
*Nursing (Rochester)*  
UCR EA 247

**COLLEGE OF SCIENCE & ENGINEERING**, *Dean* Stark 201

*Biology Lab*  
SLC 277  
*Chemistry Lab*  
SLC 391
Position Applying For

Name ___________________________            Warrior ID ___________________________

Current Address ___________________________            City/State/Zip ___________________________

Permanent Address ___________________________            City/State/Zip ___________________________

Phone Number ___________________________            WSU Email ___________________________

WSU Major ___________________________            WSU Graduation Date ___________________________            Recent GPA ___________________________

Check One:    Freshman ☐    Sophomore ☐    Junior ☐    Senior ☐

Are you eligible for Work-Study?  Yes ☐    No ☐    Do you want to work breaks and summer?  Yes ☐    No ☐

WORK EXPERIENCE

Company Name ___________________________            Supervisor ___________________________

Address ___________________________            City/State/Zip ___________________________

Position/duties ___________________________            Dates of Employment ___________________________

Company Name ___________________________            Supervisor ___________________________

Address ___________________________            City/State/Zip ___________________________

Position/duties ___________________________            Dates of Employment ___________________________

PERSONAL REFERENCE

Name ___________________________            Phone ___________________________

Address ___________________________            City/State/Zip ___________________________

Please list your personal interests, skills, or abilities that you feel could be an asset to your employer:

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

Signature ___________________________            Date ___________________________

Winona State University office use:

NOTES:

_____________________________________________________________________________________

_____________________________________________________________________________________

Qualified: yes ☐ no ☐    Interview Date: __/__/___    Hire Date: __/__/___    Budget: ________

Student-Help ☐    Work-Study ☐
**Employer Information**

1. **Employer:**

2. **Department:** ___________________________ Room/Building: ___________________________

3. **Contact:** ___________________________ Telephone: ___________________________

4. **E-mail:** ___________________________

**Job Information**

1. **Job Title:** ___________________________ Start Date: _______ Hours: _____ Salary: _______

2. **Job Responsibilities:** ___________________________

3. **Job Type:**
   - [ ] Student-Help
   - [ ] Work-Study
   - [ ] Internship
   - [ ] Full-Time Permanent
   - [ ] Part-Time
   - [ ] Seasonal
   - [ ] Summer
   - [ ] Temporary
   - [ ] Other ___________________________

4. **How should the student apply for your position?**

   *When WSU students review jobs they have the option to select “Submit Resume” and their resume will be emailed to you. This is the quickest method for the job seeker and the hiring person to make initial contact.*

   - [ ] Email Resume to: ___________________________
   - [ ] Drop off or email Class Schedule
   - [ ] Stop in and talk to: ___________________________
   - [ ] Stop in and pick up an Application
   - [ ] Other: ___________________________

5. **Application Deadline:** ____________ (Your job will remain active until your deadline or four weeks from posting.)

**Delivery Methods**

1. **Mail or Fax this completed form to:**
   Career Services • Winona State University
   110 Gildemeister • Winona, MN  55987
   Job FAX Line:  (507) 457-5516

   -or-

2. **Email or Phone your Job Posting to:**
   Email: career@winona.edu
   Job Phone Line: (507) 457-2876

Once we have entered your job posting in our **Student2Work** database we will send you a confirmation email. We will also expand the WSU student audience by posting a flyer on our campus **Student2Work Job Bulletin Board**.

---

*Winona State University Career Services does not make its interviewing facilities or job posting services available to employers who discriminate in the process of selection of employees on the basis of national origin, race, religion, sex, sexual orientation, handicap, pregnancy, veteran status or any basis prohibited by applicable law.*
Staff/Faculty comments:

- Good Job!
- Thank you for your efforts to put students to work!
- Helpful! I knew a lot of this, but I’d like to use the Student2Work process for future openings, thanks!
- Excellent program
- I’m brand new to supervision and feel informed but not overwhelmed, thanks!
- Thank you for coming to Rochester, we appreciate your time.
- When Rochester has their meetings for new students, come and talk to them.
- Thank you!
- Dept. secretaries have been given more and more responsibilities on campus as to knowing purchasing policies, scheduling of classes, and rooms, travel procedures, tracking budget reports and other issues so we need to know a little (or a lot) about all areas on campus, so if we make an error on payroll paperwork/timesheets please bear with us. We don’t process forms for student hires as often, when it is not our only and/or number one responsibility.
Student Comments:

- This was a very helpful class, hopefully helpful enough to get a job.
- Good presentation on how to find jobs a nice and easy way.
- Great Presentation
- Very informative and helpful.
- Great stuff, loved it.
- Thanks
- Very informative, thank you!
- Happy I decided to come.
- Very Good
- Glad I took this workshop.
- It was a little long.
- It felt like emphasis focused on work study, I am interested in Student Help.
- Too much PowerPoint, not very interesting.
- Very Helpful.
- Good Job!
- Too Boring.
- Helpful to know how to go about getting a Work Study job.
- Thank you!
- Everything was well described and demonstrated.
- Very helpful, thanks!
- Excellent workshop, thank you so much!
- Too boring.
- I believe that there are too many regulations for applying and too many restrictions on payment policies. You ladies did a wonderful job in presenting though!
- Too much to do to get a job on campus.
- If it had a slideshow it would be very good (From international group).
- The brochures and papers are very useful; the bright colors make them easier to locate as well.
- A little long.
- Less about facts, more advice about finding a job.
### Student2Work Workshop Evaluation (Supervisor Status)

- **Program Name:** Student2Work Workshop
- **Program Dates:** 8/7/06, 8/9/06, 8/10/06, 9/7/06
- **Program Instructors:** Kathy Mahlke, Greg Peterson, Barb Larsen

**Total Number of Supervisors Surveyed:** 43

<table>
<thead>
<tr>
<th>Evaluation Questions</th>
<th>Strongly Agree</th>
<th>Agree</th>
<th>Neutral</th>
<th>Disagree</th>
<th>Strongly Disagree</th>
<th>Not Applicable</th>
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</thead>
<tbody>
<tr>
<td>Overall, session content met my expectations given the description provided of the program.</td>
<td>24</td>
<td>19</td>
<td>0</td>
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<tr>
<td>The knowledge and information was relevant and useful.</td>
<td>27</td>
<td>16</td>
<td>0</td>
<td>0</td>
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<tr>
<td>The speaker(s) effectively communicated the knowledge and information.</td>
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<td>16</td>
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<td>0</td>
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<tr>
<td>I will be able to apply this knowledge and information.</td>
<td>23</td>
<td>20</td>
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<td>Overall, I am satisfied with the learning experience.</td>
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</table>

**Scoring:**
- **SA:** Strongly Agree
- **A:** Agree
- **N:** Neutral
- **D:** Disagree
- **SD:** Strongly Disagree
- **NA:** Not Applicable