

How to Get a Student Job at a Virginia Tech Dining Facility

Description:

This guide will help new students at Virginia Tech get through the process of becoming a student employee at a dining hall on campus. Students will begin by applying online at job.vt.edu and then waiting for a specific dining hall to contact them about setting up an interview. The process is usually a fairly quick one after submitting an application. A food safety test and tax paperwork is required and then employees are able to start their jobs. The following section is an overview of the process of applying and getting hired.

The procedure of becoming a student employee for an on campus dining hall consists of the following processes. First potential employees must gather any necessary information to fill out the application. Then they must complete the Preference and Availability Form. After all of this information is compiled, students must create an account at jobs.vt.edu. Students can then follow the directions and fill in their information on the succeeding pages. Then students must virtually attach the mandatory Preference and Availability Form to their application and then submit it. After a student's application is processed and reviewed they may be called into the specific dining hall that they applied to for an interview. After completing the interview and the necessary paper work students are required to attend an orientation after being hired. All employees must pass a food safety test before starting work. Student employees then need to verify that their work schedule does not conflict with their classes and other academic commitments with their managers. The only way to become a student employee at Virginia Tech's Dining Services is to apply online which begins the process so it is important to understand and complete each step.

Glossary:

Preference and Availability Form-This form is required by Virginia Tech's dining services in order to apply for a job. It consists of questions that will benefit students and employers because it gathers important information about the student's class schedules and other commitments.

References- These documents can include recommendations from past employers or volunteer coordinators you've worked with before. Generally references do not include recommendations from family members or friends.

Student Pool- The Virginia Tech Dining Services' Student Pool is a category used to group all potential student employees into an cluster that is easier manage.

Tax Information- This information consists of forms and personal data and can include social security card information, past tax return papers, past W2s, and proof of citizenship.

Instructions:

Introduction for Instructions:

Students who want to work at an on campus dining facility should follow the following steps. The process only requires an internet connection and personal information to complete the required forms. Dining Services accepts application throughout the school year but students will most likely get hired at the beginning of the Fall or Spring semester.

Note: Completing the application and the process will be easier if potential student employees know their schedules and commitments and have them easily accessible if needed for a quick reference.


Required Items:

- Device with internet connection
- Personal forms (tax information, social security card, references, past employment information)
- Completed Preference and Availability Form

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Step by Step Instructions:

1. Gather any necessary information to fill out the application, including a social security card, references, and past employers' information.
2. Log on to an internet browser and go to <http://www.dining.vt.edu/employment/student/apply.html>
3. Download the Preference and Availability Form and fill out with your personal information.

**VirginiaTech**
Division of Student Affairs

Human Resources – Division of Student Affairs
New Hall West, Suite 134 (0428) West Campus Drive - Blacksburg, VA 24061
Phone: (540) 231-2784 Fax: (540) 231-5041 Web: www.dsa.vt.edu

Please note: This form **MUST** be attached to the online application to be considered an applicant for Dining Services.

STUDENT NAME: LAST	FIRST	MIDDLE INITIAL	STUDENT ID #:
HOURS AVAILABLE / WEEK:	CLASS YEAR (1 2 3 4 5 G):	MAJOR:	

☐ **Do you have Federal Work Study through Financial Aid?** If yes, click the green box and attach a copy of your notification of award letter to online application. Your eligibility for financial aid may be affected by on-campus employment. It is your responsibility to notify Financial Aid Office.

WHERE DO YOU WANT TO WORK? Type a number in the yellow box beside the name of the dining center you want to work at. **1** being your 1st choice, **2** being 2nd choice, **3** being 3rd choice, etc. If no preference, put an "X" in the "ANY" category.

<input type="text"/> D2 / DX	<input type="text"/> Deet's Place	<input type="text"/> Hokie Grill	<input type="text"/> Owens Food Court	<input type="text"/> Personal Touch Catering
<input type="text"/> Southgate <small>(typically early AM)</small>	<input type="text"/> Squires / GLC	<input type="text"/> Turner Place	<input type="text"/> West End Market	<input type="text"/> ANY

This is the first section of the Preference and Availability Form. Source: <http://jobs.vt.edu/> Accessed on March 18, 2014.

4. Navigate to jobs.vt.edu and click apply at the top of the page. Then select the correct options from the dropdown menus. In the field labeled department select Dining Services and click search.



This is the jobs.vt.edu homepage. Source: jobs.vt.edu. Accessed on March 18, 2014.

5. Then select the Dining Services VT Student Pool from the result. Click apply to this job.



Source: <https://listings.jobs.vt.edu/postings/44784>. Accessed on March 18, 2014.

6. New users must create an account by following the prompts provided on the site.
7. After filling in the required application information click the link Submit Answers to Supplemental Questions with my Application.
8. The application will then prompt students to attach the necessary documents. Here attach the Preference and Availability Form as the "Other Doc" option.
9. Follow the prompts to confirm and finish attaching the document.

10. Submit your application. After your application is processed you should be contacted by Dining Services within a few weeks.
11. You will set up an interview with the specific dining hall you have applied to work at.
Note: The interviews are usually casual and with a student manager.
12. Bring any required paperwork for your tax information and anything else your interviewer asks you to bring to the dining hall.



Dietrick Dining Center (or D2) is the largest dining hall on campus.

Source: <http://commons.wikimedia.org/>. Taken by Eric T. Gunther on April 27, 2012.

13. During the interview the proper paperwork must be completed so that a background check can be completed before you are hired.
14. After the background check is complete you will be contacted to set up your orientation date and time.
15. At the orientation you must pass a food safety test. Note: Before the test you are given the proper information to study and learn.

16. Once your results are confirmed then you will decide your work schedule with a manger.

17. Now you can start working as a student employee at a Virginia Tech dining hall.



Source: http://www.dining.vt.edu/centers/owensfoodhall/owens_food_hall.html. Accessed on March 18, 2014