

# Classification and Qualification STANDARDS

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## Placement Interviewer

*Class Code: 9164  
FLSA: Non-Exempt*

*Classification Standard Reformatted: 02-01-2013*

### **OVERVIEW:**

Under immediate supervision, in a CSU placement office, the Placement Interviewer performs one or a combination of the following tasks: conducts the program of student placement in part-time and vacation jobs; assists a placement supervisor conducting the teacher or non-teacher placement program by registering, interviewing, and advising candidates applying for placement; confers with employers and promotes employment of students.

### **TYPICAL ACTIVITIES:**

The following examples of typical work activities are meant to illustrate the general range of work functions performed by Placement Interviewers; they are not meant to be all-inclusive or restrictive. Work assignments may involve other related activities within the scope of this classification.

Placement Interviewers typically perform some or all of the following duties: maintain applicant files and job listings, publicize jobs available and promote hiring of college students; interview students and determine training and experience, interest, and availability for work in terms of class hours and personal requirements; discuss students' long-term occupational goals and encourage placement in jobs which contribute to occupational training; advise students on number of job work hours which might be carried without affecting scholastic work; advise students on procedures and personal conduct and refer them to prospective employers; correspond and confer with employers and prospective employers, explain the part-time placement program, determine personnel needs and encourage hiring of college students; secure all pertinent information on available jobs, including wages, hours, and working conditions, and, where appropriate, advise employers of wages normally paid in the areas to students performing the work specified; maintain good working relations with employers, making frequent contacts and determining present and future needs; inform supervisor for follow-up when employers indicate opportunities for full-time employment of college graduates or availability of internships for college students; review and follow up placements with students and employers; record and analyze placements made; where placement is unsuccessful or unsatisfactory, discuss with students and employers, determine causes, and recommend future actions; refer students to college counseling service where appropriate; maintain and keep current records of all local employers and note types of employment involved; develop and modify forms and procedures for part-time placement; confer with faculty on positions available for the student; discuss problem cases with faculty and counselors; prepare analyses and reports of part-time placement; and, as an assistant to a placement supervisor in charge of teacher or non-teacher placement, explain registration procedures to candidates applying for full-time positions, assist candidates in completing placement office application forms, perform preliminary interviewing and counseling of candidates, review candidates' qualifications with the placement supervisor, refer candidates to positions, maintain job order files, and prepare analyses and reports of placement activities.

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## **MINIMUM QUALIFICATIONS:**

### ***Knowledge and Abilities:***

General knowledge of interviewing techniques; working knowledge of modern employment conditions and practices; familiarity with current resume techniques and job search approaches.

Ability to instruct and assist job-seeking students in the use of modern job search literature, the development of pertinent resumes and dealing with common interviewing situations; conduct a program in part-time placement; keep records and write clear reports; establish and maintain cooperative working relationships with faculty, students, employers and others; read and write English at a level appropriate to the position; and perform mathematical calculations where required.

### ***Experience:***

Equivalent to one year of experience in occupational placement, personnel, vocational counseling, or related work.