



Guide to Finding a Part-Time Job While in School

Enclosed you will find various tips on how to find, apply for, and interview for potential part-time positions. Use this as a guide for your job search. Please feel free to ask the Student Services Department for assistance if needed!

Revised 9.2010

Finding a part-time job

Networking

One of the easiest ways to find a part-time job is doing what is called "networking". Networking is defined as "an association of individuals having a common interest, formed to provide mutual assistance, helpful information, or the like". Think about whom you know and what ties they may have to a potential job opening. If you know someone who works at a place you think you may be interested, talk to them to see if they have any "inside information" on available positions! If a manager or supervisor associates you with a hard-working current employee, it may just strengthen your chances of getting hired!

Apply in Person

Interested in retail employment? One of the best ways to find a part-time retail job, if you don't have connections that can help, is by applying in person. Walk through your local town or the mall and you'll see Help Wanted signs in many storefront windows. If you don't see a sign, ask about openings. The same scenario applies to resort or seasonal employment. Applying in person is often the best mechanism for finding a job.

* Student Services produces a listing of available part-time jobs. Stop by to pick up the latest edition!

Part-Time Job Search Online

Start your online job search by visiting sites that focus on part-time job opportunities. Searching www.snagajob.com by type of position and location will generate a list of openings. There's also a list of national employers that hire part-time workers. Check the other part-time job sites, such as www.indeed.com as well. That way, you will review a broad spectrum of potential opportunities. (Please see the last page of this booklet for a listing of additional resources!)

Visit the niche sites for industries like retail and hospitality that typically hire part-time workers. Then, search the job banks using "part-time", "part time" or "part time job" as keywords. Also search by the category of employment you're interested in. This will generate some more leads. Don't forget to check the Employment Services job listings for your state and the Help Wanted ads in your newspaper. Many papers have a separate section for part-time jobs. Small local papers usually have listings too.

Applying for a Part-Time Job

Make sure you dress appropriately, are ready to complete an application, and are prepared for an on-the-spot interview.

Job Applications In Person

Applying for job in person is a little different than applying for employment online. It's not as complicated, but, you will need to be prepared to apply and interview on the spot.

If you are applying for a position at a large company, call first to see if there are openings or visit the customer service center or human resources office and ask if you can complete an application for employment. At a smaller employer, ask for the manager.

You may be asked to fill out an application at a hiring kiosk. In this case, you will use a computer or a free-standing kiosk to apply.

What You Need to Complete a Job Application

- Full contact information including your address and a phone number where you can be reached
- Educational information including dates of graduation
- Names and addresses of previous employers
- Dates of employment
- References
- Resume (if you have one)
 - As a YTI student you have access to our [Optimal Resume](#) program
 - This program offers you step by step instruction to completing your resume

Fill Out a Sample Application

Complete the sample job application ahead of time so you know exactly what information you will need to know.

When You Apply

- Bring a pen so you don't need to borrow one to fill out the application.
- Know what days/hours you are available to work.
- Be prepared for a brief on-the-spot interview.
- Dress should be, at the least, neat and tidy. Business casual is usually appropriate.
 - Business casual attire generally consists of:
 - **Women:** Khaki, corduroy, twill or cotton pants or skirts, neatly pressed, sweaters, twinsets, cardigans, polo/knit shirts, solid colors work better than bright patterns.
 - **Men:** Khaki, gabardine or cotton pants, neatly pressed, cotton long-sleeved button-down shirts (pressed), polo shirts or knit shirts with a collar, sweaters, leather shoes and belt, tie optional.
- Make sure your hair and fingernails are well groomed.
- Wear moderate shoes.

Interviewing for a part-time job

Appropriate Interview Attire:

Women's Interview Attire

- Solid color, conservative suit
- Coordinated blouse
- Moderate shoes
- Limited jewelry
- Neat, professional hairstyle
- Tan or light hosiery
- Sparse make-up & perfume
- Manicured nails
- Portfolio or briefcase
-

Men's Interview Attire

- Solid color, conservative suit
- White long sleeve shirt
- Conservative tie
- Dark socks, professional shoes
- Very limited jewelry
- Neat, professional hairstyle
- Go easy on the aftershave
- Neatly trimmed nails
- Portfolio or briefcase

Job Interview Tips:

Practice

Practice answering interview questions and practice your responses to the typical job interview questions and answers most employers ask. Think of actual examples you can use to describe your skills. Providing evidence of your successes is a great way to promote your candidacy. (For a listing of frequently asked interview questions, please see Appendix B.)

Prepare

Prepare a response so you are ready for the question "What do you know about our company. Know the interviewer's name and use it during the job interview. If you're not sure of the name, call and ask prior to the interview. Try to relate what you know about the company when answering questions.

Get Ready

Make sure your interview attire is neat, tidy and appropriate for the type of firm you are interviewing with. Bring a nice portfolio with copies of your resume. Include a pen and paper for note taking.

Be On Time

Be on time for the interview. On time means five to ten minutes early. If need be, take some time to drive to the office ahead of time so you know exactly where you are going and how long it will take to get there.

Stay Calm

During the job interview try to relax and stay as calm possible. Take a moment to regroup. Maintain eye contact with the interviewer. Listen to the entire question before you answer and pay attention - you will be embarrassed if you forget the question!

Show What You Know

Try to relate what you know about the company when answering questions. When discussing your accomplishments match them to what the company is looking for.

Follow Up

Always follow-up with a thank you note reiterating your interest in the position. If you interview with multiple people send each one a thank you note.

****Please note that with today's job market, it is as competitive as ever, even for part-time jobs in retail establishments, restaurants, and for warehouse jobs! You need to put your best foot forward at all times. Be upbeat and excited about any prospect! You never know, this could even eventually lead into an externship or full time employment! Be energized and ready to go at all times...do anything good that will make you stand out from all other candidates applying. Remember, there are more than likely hundreds of applications being submitted for the same job you are applying for! Most importantly, follow-up on applications and after an interview if you are fortunate enough to have one! Follow-up is key and will differentiate you from many others who have applied!****

HAPPY JOB HUNTING!

Tips for Completing Job Applications:

Complete all requested information. Don't leave anything blank. If you don't know the details, bring the application home and return it when it's completed.

Write clearly and neatly, using black or blue ink.

Check for spelling and grammatical errors. Proofread your job application form before turning it in.

List your most recent job first when completing employment information.

List your most recent education first. Include vocational schools and training programs as well as college and high school.

References don't necessarily have to be professional. If you have volunteered you can use members of the organizations that you have helped or if you are a student use your teachers. In all cases, ask for permission prior to using the person for a reference.

Don't forget to sign your application!