

## QUICK TIPS

# Part-Time Jobs

Part-time jobs are great opportunities to gain transferable skills, build your professional network and explore careers. Part-time jobs are available in a variety of settings such as offices, restaurants, day care centers, camps, hotels and retail stores and many more. Just like other important processes, it is important to go into the job search with a well thought-out plan. To be as effective as possible, plan and organize your job search using the following tips.

### TIP 1: KNOW WHEN YOU CAN WORK

# 1

- You may be asked what days and hours you are available to work, so have your schedule available when you apply.
- Many employers are willing to work with college student's schedules. However, keep in mind that their first priority is meeting the needs of the company.
- Find a healthy balance between work, school and life.

# 2

### TIP 2: BE PREPARED & ALERT

- Update your resume and have it reviewed by Career Services.
- Have a professional voicemail message ready to receive employers' calls.
- Be prepared to interview on the spot.
- Keep your eye out for "help wanted" signs in stores when you're at the mall or around town.
- Clean up your online presence. Check your Facebook and other social media accounts. Remove anything that does not represent your professional image.

# 5

### TIP 5: USE YOUR NETWORK

- Regardless of your field, networking remains one of the most beneficial job search tools.
- Maintain communication and continue to follow up on positions applied for, networking relations, etc.
  - Continue to document your networking experiences, jobs applied for, and companies/organizations of interest.
  - Be aware of the fact that many, if not most, job openings aren't advertised.
  - Tell everyone you know that you are looking for work. Ask if they can help.

### TIP 3: APPLY IN PERSON

# 3

- Applying in person is often the best mechanism for finding a part-time jobs.
- Your attire should be neat and you should go in well groomed.
- Bring information you feel will be helpful as you complete applications, including names and contact information for previous employers, dates of employment, references, and resume.
- Develop and practice your 30-second introduction.
- Be prepared for a brief on-the-spot interview

### TIP 6: HAVE REFERENCES READY

# 6

- Have a list of references ( previous employers, professors, volunteer supervisors, etc.) including names and phone numbers ready prepared.
- Make sure these are individuals that can attest to your qualifications and work ethic.

### TIP 4: APPLY ONLINE

# 4

- Utilize Eagle Career Network ( ECN) for listings of Part-Time Jobs. Go to [www.nccu.edu/careerservices/index.cfm](http://www.nccu.edu/careerservices/index.cfm)
- Many major employers hiring for part-time, like Macy's, FedEx and Target, accept online applications only.
- Visit the website of companies to see if you can apply online. Many of the online applications may include an assessment.

# 7

### TIP 7: KEEP TRACK

- Make a list of the companies you have applied to.
- Keep all contact information for everyone you speak with, especially after an interview.
- Follow up as necessary
- Inform Career Services after you accept an offer.

## TRANSPORTATION

Need transportation to work? Learn routes, schedules and how to access free or affordable transportation through Triangle Transit.

- Visit <http://www.gotriangle.org/>

*Adapted from University of Oregon Job Search Guide*

SCAN THE QR CODE FOR ADDITIONAL  
CAREER SERVICES RESOURCES



## CAREER SERVICES

North Carolina Central University | 1801 Fayetteville Street | PO Box 19585 | William Jones Building, Lower Level  
Durham, North Carolina 27707 | (919) 530- 6337 | [nccucareerservices@nccu.com](mailto:nccucareerservices@nccu.com)

# Job Search Resources

## EAGLE CAREER NETWORK

<https://law-nccu-csm.symplicity.com/>

## EMPLOYER WEBSITE

Many employer websites contain job postings as well as information about the recruitment and application process.

## JOB DATABASE SITES

These contain a large number of job postings and allow you to search based on certain criteria such as location, key words, salary level, etc. An example of this is America's Job Network, <http://www.ajb.dni.us/>.

## SPECIALTY SITES

Specialty sites center around a specific focus, such as geographic location, industry or field, or type of work. An example would be [www.biologyjobs.com](http://www.biologyjobs.com).

## INDEED

[www.indeed.com](http://www.indeed.com)

## SIMPLY HIRED

[www.simplyhired.com](http://www.simplyhired.com)

## INDIVIDUALS WITH DISABILITIES

[HTTP://WWW.ABILITYJOBS.COM/](http://www.abilityjobs.com/)

## VETERANS

[HTTP://H2H.JOBS/](http://h2h.jobs/)

# Active vs. Passive Job Seekers

## PASSIVE JOB SEEKERS

Posts resume to an online website and waits for companies to contact him.

Submits same resume and cover letter to all positions.

Only looks for jobs posted online.

Applies for jobs online and never follows up.

## ACTIVE JOB SEEKERS

Seeks for job opportunities through a variety of strategies including the internet, networking, and career fairs.

Tailors each resume and cover letter for each position of interest.

Follows up on the status of each application.

## Aim to be an active job seeker!



### JOB SEARCHING ON THE INTERNET

- While the internet is a powerful tool in conducting a job search, it should not be the only tool you utilize. Only 20% of positions are filled through responding directly to advertised postings. The remaining 80% are filled through networking, cold-calling and referrals. This confirms that it is often about who you know.

*Adapted from: Gettysburg College Center for Career Development*

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