



# Part-time Job Ideas Ready Reference ♦ C-6

College of Engineering, Architecture & Technology ♦ Career Services

## WHEN TO START

To give yourself the best chance for part-time jobs start looking early. For summer work you will want to start 2-3 months in advance. For work prior to the start of an academic year you will want to start at least 1-2 months ahead of time.

Large businesses usually have personnel offices that will accept your application early. Check back with them regularly regarding your job prospects.

Small firms may not accept applications until they are about ready to hire, but checking early will let employers know you are interested, and you'll get a better idea of your prospects and the application timeline.

## Be Prepared

A useful exercise to help you plan your job search is to write down what you think you have to offer an employer. This includes any work or volunteer experience, plus knowledge you have acquired in or out of school that may be useful in a specific job.

For example, being good at a specific craft, working around cars or machines, helping children, or working with people of all ages, should be listed when it is appropriate to the job for which you are applying.

## RESOURCES AVAILABLE:

### Career Services Coordinator

CEAT Career Services Coordinator can help you identify opportunities to complement your academic work and help you put your skills and talents to work.

### OSU Career Services Website

<http://www.hireOSUgrads.com>

This web site lists part-time on-campus jobs, part-time off-campus jobs, work-study jobs and internships. It also has many useful links that will take you to additional job listings.

### Newspapers

The O'Colly and the Stillwater NewsPress both offer listings of local part-time work in a variety of fields. It takes time to scan the ads. Additionally, part-time work is not only listed under the heading "part-time" listings, but also throughout the employment section. The classified ads for local and regional newspapers are accessible through the Career Services website listed above.

## **Friends and Neighbors**

One of the best ways to get a job is to talk to others who are working. Ask faculty, staff, friends, classmates, and relatives to let you know of part-time opportunities. A personal recommendation from a valued employee is the quickest way to the hiring shortlist!

## **Informational Visits**

If you want to work in a particular environment, it is worth making a visit and inquiring about available positions. Large retailers and supermarkets usually receive this type of inquiry at their Customer Services desk. The work situation can change rapidly. If the answer is "no" one day, it may be beneficial to ask again in two or three weeks.

Take a resume with you on the visit and ask the employer if they have a standard application form for you to take away to complete. Find out who is in charge or recruiting and send them a personally addressed letter, asking to be considered for future positions. Enclose your resume and/or application form.

## **Speculative Phone Calls**

Use caution when making phone calls. It is usually to your advantage to apply for a job in person. In some cases, a phone call may be acceptable. If you decide to seek employment by phone, simply call the main number of the business and ask who is responsible for recruiting for the type of work you are seeking. If the receptionist says there are no vacancies, thank him/her politely and request the name of the person anyway.

Have a resume available when you call, and rehearse your first sentence. Sit comfortably during the call and make sure you have a pen and paper in front of you. Don't eat or drink while making calls! Have your planner or calendar available so you can arrange an appointment for an interview if one is offered.

## **Calling a Competitor**

If you have worked before, you can offer experience within a specific industry to a new employer in the same field. Consider calling a competitor, supplier, or customer of a previous employer because your industry-specific skills may well be of interest. Be professional when using this method and use the techniques recommended for informational interviews.