TOP TEN PART-TIME JOB SEARCHING TIPS

1. **Sign up for to update your Handshake account.** Many part-time jobs targeted specifically to Carolina students are listed in Handshake. Start your account & your part-time job search at: https://careers.unc.edu/students/resources/handshake-formerly-careerolina

2. **Join Departmental Listservs.** Get access to departmental part-time jobs opportunities by subscribing to the departmental listservs and receive opportunities and updates via email.

3. **Start applying for on-campus jobs early.** Within the first couple weeks of the fall semester, most campus jobs have been filled for the academic year. Get a list of possible campus opportunities [here](https://careers.unc.edu/students/resources/handshake-formerly-careerolina).

4. **Utilize multiple resources.** Many employers prefer to post their jobs on free websites like Handshake, Indeed, SimplyHired, Snagajob, & Craigslist (search the pt jobs section). Some employers only advertise on their company’s website or use the Daily Tar Heel. Others don’t advertise at all so you need to go in person. Use all of these methods for the best results!

5. **Meet an employer face-to-face when possible.** There isn’t anything better than meeting an employer in person. (They will be more apt to remember you!) Many employers on Franklin Street never even post their opportunities so the only way to compete for these jobs is to stop in and inquire.

6. **Come prepared to fill out an application.** Have your list of references & contact information as well as your work history & dates on hand so that you can easily fill out an application on the spot. Bring a pen & write legibly using correct grammar. (This is not a text message folks!)

7. **Come prepared (but don’t expect) a mini interview.** This can happen from time to time so be prepared to answer basic questions like “Why would you like to work here? Are you available to work X days? What is your previous work experience? What’s the biggest strength you would bring to this position?”

8. **Have a resume prepared.** Most employers don’t require a resume for their part-time positions but it sure looks good to have one in hand when you walk through the door. If you are emailing an employer, you would want to attach your resume. Use UCS resources to create or improve your current resume. Use this link to get started: [careers.unc.edu/students/resumes-and-letters](https://careers.unc.edu/students/resumes-and-letters)

9. **Work out the details of transportation BEFORE taking a job.** If you don’t have a car & are relying on the bus system, get acquainted with the schedule & stops before committing to a job. Some businesses are open late & the buses have since stopped running. You want to make sure this will work for the employer. View Chapel Hill Bus information here: [townofchapelhill.org/transit](http://townofchapelhill.org/transit). You might also consider downloading the free app “NextBus” which tells you in real time when the next bus arrives!

10. **Make a good first impression!** When you stop in to inquire about a job, be sure to make a positive impression.
   a. **Dress appropriately.** No suit is needed but be sure to maintain a clean appearance. Don’t wear anything too revealing or with objectionable logos/print.
   b. **Refrain from talking or texting when in the place of business.** Your full attention is on the employer & you don’t want to give the impression that you can’t put your phone down. (That is NOT what an ideal employee would do while at work!)
   c. **Smile & show your personality!** A friendly, outgoing personality is one of the most desired characteristics of part-time employers. They want to know you can talk to customers & engage in conversation.
   d. **Be polite & professional.** Say please, thank you, make eye contact. Did I mention, SMILE?
   e. **Don’t bring along your girlfriend/boyfriend.** If he/she is with you, leave them outside.