



Top Ten Part-Time Job Searching Tips

1. **Create a Handshake account.** Many part-time jobs targeted specifically to Carolina students can be found in Handshake. Start your account & your part-time job search at:
<https://careers.unc.edu/students/resources/handshake>
2. **Join and follow departmental Listservs.** Get access to part-time job opportunities by following Listservs within your department and receive opportunities and updates via email. UCS publishes the Pulse, which is a biweekly newsletter that highlights part-time jobs as well.
3. **Start applying for on-campus jobs early.** Within the first couple of weeks of the fall semester, most campus jobs will have been filled for the academic year. Start by applying early, prior to the end of the summer to find the best prospects.
4. **Utilize multiple resources.** Many employers prefer to post their jobs on free websites like: [Handshake](#), [Indeed](#), [SimplyHired](#), [Snagajob](#), [Sweeps](#) & [Craigslist](#) (search the Part-Time Jobs section). Some employers only advertise on their company's website or use the Daily Tar Heel.
5. **Meet and employer face-to-face when possible.** There is nothing better than meeting an employer in person, and they will be much more likely to remember you. It is also common for employers on Franklin Street to not post on Handshake, so this might even be the only way to learn of open positions.
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. (No Snapchat or Instagram language or slang!)
7. **Have a resume prepared.** While some employers do not require a resume for part-time positions, it looks better than not to have one with you. If you are sending an email to an employer, then include your resume as an attachment. Use UCS resources to create or improve your current resume. Use this link to get started:
careers.unc.edu/students/resumes-and-letters
8. **Come prepared (but do not expect) a mini interview.** Have this information on-hand in the event that you go to an employer that has paper applications in their business. Be prepared to answer basic questions like: "Why would you like to work here? What is your previous work experience? What is the biggest strength you would bring to this position?"
9. **Ensure reliable transportation before accepting a job offer.** If you do not have a car or cannot bring yours to campus, you may be relying on the bus system, so become familiar with the schedules and stops before accepting a job offer. These schedules become even more important to consider if the business is open late. The apps, "NextBus" and "Rider", can tell you when the next bus arrives in real time!
10. **Make a good first impression!** If you stop in to inquire about a job, be sure to make a positive impression.
 - a. Dress appropriately-no need for a suit, just clean clothes with nothing too revealing or with logos or messages that are objectionable.
 - b. Put your phone AWAY! The employer will perceive that this is how you will behave at work – not good! Give your full attention to the employer.
 - c. Smile and show YOUR personality. A friendly, outgoing personality is one of the most desired characteristics of part-time employers.
 - d. Be polite and professional. No slang or profanity. Smile, say thank you, and make eye contact.
 - e. Do not bring your significant other or friend with you. If they are there, have them wait outside.