



PART TIME JOB SEARCH GUIDE

Career Services
Goodwin College
One Riverside Drive
East Hartford, CT 06118

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Even if students come into school with some savings, money from graduation or a summer job, it tends to run out quickly. Because of this, students might want to consider a part-time job to keep income flowing throughout the year.

Here are some things to consider when deciding if a part time job is right for you:

- 1. Money:** The biggest argument for working while attending school full time is no surprise. But there are other benefits as well.
- 2. Credentials:** A college work history is a résumé builder. While good grades and extracurricular activities are attractive, a work history demonstrates that you can successfully balance different, demanding priorities.
- 3. Network:** If the job is in your field of study, the benefits are even greater. It's an opportunity to gain relevant experience and build a network of people that could be beneficial after graduation.
- 4. Balance:** There are some drawbacks to working while attending school, especially in the first semester or year of college. The biggest consideration will be how working affects your academic success. Remember, given circumstances, a part-time position might be more appropriate for you (but perhaps not).
- 5. Other commitments:** If you have a scholarship that depends on maintaining a certain grade point average, it can be argued that bypassing work—or at least limiting the number of hours worked early on—is advisable.

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SOME HELPFUL TIPS AS YOU BEGIN YOUR SEARCH:

1. Do an initial evaluation: The application and interview processes take time, so make sure you have the time and energy for a part-time job before you begin your search. Ensure that you'll have time for classes, extracurricular activities, homework and down time when determining whether a part time job is for you.

2. Stay flexible: You will apply to many more jobs than you'll receive interviews for, so keep your options open. You may have a dream job in mind, but make sure to apply for backups as well. You can apply for 10 campus jobs and only receive interviews for two. Be willing to accept whatever job is offered to you, even if it's not your first choice.

3. Get a second opinion: Keep your application professional, no matter what job you're applying for. Have a member of the Career Services team look over your résumé and a basic cover letter before applying for anything. Even if you've applied for jobs before, have someone look at your materials.

When in doubt, go more professional rather than less:

- Include a cover letter even if it doesn't explicitly ask for one.
- Make a follow-up call to ensure your application was received.
- Dress in correct business attire for the interview.
- Send your interviewer a note or e-mail thanking them for their time.

It's little things like this that can be the difference between getting a job and eating Ramen noodles for the next month.

4. Follow through on the job: This may seem self-explanatory, but once you get a job, do a good job! Your supervisor at a part-time job can become a great reference when you begin looking for full-time jobs after graduation. Be there on time, follow the rules and don't exaggerate on your timecard. It's that simple.

5. Continue to evaluate: At the same time, don't feel trapped in a part-time job if you discover it's too much, especially if it's hurting your academics. School should always take priority, so if a part-time job is having a negative effect on your grades, don't hesitate to give your two week notice.

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STEPS IN THE PROCESS

STEP 1: Create a basic resume. Be sure to reference the resume guide available through Career Services or make an appointment to meet with a member of the Career Services team.

STEP 2: Do an honest evaluation of how you spend each day. For this worksheet, write in the hours you spend doing each activity and make sure you do not exceed 24 hours in each day.

Daily							
Activities:	Mon	Tues	Wed	Thu	Fri	Sat	Sun
Classes:							
Studying							
Sleeping							
Exercise/sports							
Work/internship							
Family commitments							
Personal care/grooming							
Meal preparation/eating/clean-up							
Transportation (school, work, etc)							
Relaxing TV/gaming, etc.							
Socializing & friends							

Now that you know how much time you have to work each day, it might be helpful to determine which HOURS you are available to work for each day.

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STEP 3a: Assess the location where you would ideally like to work. It may be better for you to work closer to school than to home or vice versa. If you use public transportation, seek out jobs that are accessible by bus. Make a list of potential job leads.

STEP 3b: Visit online job boards* and check the newspaper for job listings.

STEP 3c: The Career Services team will post part time job opportunities on the information board located in the Student Lounge of the Riverside Campus as well as on Goodwin College Career Services Facebook page. Be sure to “like” us on Facebook for job leads and job search strategies!

STEP 4: Apply. If possible, apply IN PERSON and bring your resume with you. You may have the opportunity to interview on the spot, so be prepared. Make sure you leave the house well groomed and well dressed. You don't need to be in a suit, just make sure you look presentable. Keep track of where you have applied using the attached **Job Lead Worksheet**.

TIPS TO GET PAST JOB SEARCH REJECTION

Excerpts by Margot Carmichael Lester, Monster Contributing Writer

You've been sending out resumes like crazy. Maybe you've even gotten a few interviews. But at some point, you realize that no news isn't good news. You've been rejected. Dealing with the challenges of a job search are never easy, but dealing with rejection doesn't have to tank your morale.

Process Your Emotions

It's only natural to feel angry or frustrated when you're working so hard to find a job and meeting with so much rejection. “Anger usually results from being hurt or experiencing a threat to one's self-esteem,” says Lisa Kappesser, author of *The Smart New Way to Get Hired: Use Emotional Intelligence and Land the Right Job*. “Pinpoint what event and thoughts are creating the feeling of anger. Is it realistic? At the same time, vent and express the anger in an effective way. Exercise, cry, take a bath or shower, listen to music, write, and talk with a friend or partner to express the anger and understand it.” Getting over it will help you move forward more constructively.

Exercise

Though you may not feel like it, hitting the gym or getting outside can help you feel better, especially after you get a rejection letter or call. “It takes about 20 minutes of exercise for the endorphins to start being released in your body,” says Richard Deems, co-author of *Make Job Loss Work for You*. Endorphins are natural pain and stress fighters produced by your body. The activity will help you clear your head, expend some energy and recharge for the next round.

Regain Perspective

Heading to the great outdoors also improves your perspective. “Go to places that are bigger than life such as the ocean or the mountains or the desert,” suggests Dennis Grindle, director of the MBA Career Management Center at Southern Methodist University's Cox School of Business. A change of venue will help you shake off some of your malaise and get you out of your own head for a while.

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Volunteer

Volunteering is a great way to deal with rejection. First, Grindle notes, this kind of work helps you “see how much you have to offer and how much more you are valued as a human being versus as a worker performing a certain job title.” You’ll be doing productive work that’s rewarding, which is good for your ego. And it’s a great way to hone your skills, learn new ones and make valuable additional contacts.

Work Your Network

Though talking to more people about your search may feel like you’re opening yourself up to even more rejection, it’s actually a great way to deal with your feelings. Business coach Debra Condren, author of *Ambition Is Not a Dirty Word*, suggests asking friends and colleagues if they know of any job opportunities or industry networking events you should attend. “Don’t forget to ask the most important question of all: ‘Can you recommend one or two other people I should contact who might have leads?’” she says. It’s also helpful to reach out for emotional support, says leadership consultant Steve Ford, managing partner of OI Partners/Fitzgerald Stevens & Ford. “Have a couple of friends with whom you can share your frustrations,” he says. These could even be others who are looking for work and share your same struggle.

Consult an Expert

"It goes without saying that you have to keep positive and persistent, but at some point, you also have to get proactive and discover what factors may be keeping you in the rejection pile," says Ursula Furi-Perry, author of *50 Unique Legal Paths: Finding the Right Job*. "Is your resume formatted or worded awkwardly? Run it by a career coach, trusted advisor or colleague for a critique. Are you making it to the interview stage but no further? Practice your interview skills with someone who can honestly and clearly evaluate your presentation and presence. Are you applying for jobs that are not the right match for your skill set and qualifications? Reevaluate your job search strategy and perhaps expand your options."

Rejection hurts, but following this advice will help you make sure it doesn’t derail your job search.

What to do if you are still not having success?

We understand that finding any kind of job can be a stressful and challenging experience. We encourage you to keep regular contact with Career Services. If we know where you have applied, and what you are looking for, we can likely help you. Resume and cover letter assistance is available as well as interviewing strategies and mock interviews. For assistance, please contact a member of the Career Services team.

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Job Lead Worksheet

No matter where you get your job leads, it's important to keep track of them. Follow- up on each lead, which may provide you with other job leads. Don't be afraid to ask for other contacts or leads.

Employer

Contact Person

Address

Phone

Fax/Email Address

Position

How did I find out about this job?

Response

Date Sent or Faxed Resume

Follow-up Date

Results and Other Useful Information

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***Online Job Boards**

www.indeed.com

www.careerbuilder.com

www.monster.com

www.simplyhired.com

<http://hartford.craigslist.org/jjj/>

<http://connecticut.backpage.com/employment/>

<http://www.ctjobs.com/>

<http://www.jobsinct.com/>

<http://www.snagajob.com/jobs?s=connecticut>

<http://connecticut.jobing.com/>

www.job.com/

<http://www.jobs-to-careers.com>

<http://us.jobs/s-Connecticut-jobs.asp>

<http://www.courant.com/classified/jobs/>

<http://www.allcountyjobs.com/ct-job-boards.html>