

Obtaining a Part-Time Job

Clemson University Michelin Career Center

Looking for some extra money? Follow these tips for your part-time job search. Happy hunting!

- ❑ Know what you want
 - What hours do you want to work? Is location important? Do you prefer a certain job setting?
 - Look for jobs that will enhance your already existing skills, as well as help you develop new ones. The part-time experience you develop now can help you in your full-time job search.

- ❑ Dress to impress
 - While you probably won't need a suit for most part-time positions, at least wear business casual, even if you would be dressing more casually on the job. Consider khakis and a polo shirt for men, dress pants and top for women.
 - Exhibit a clean and neat appearance

- ❑ What to bring with you:
 - A resume
 - The start and finish dates of any previous employment
 - The names and telephone numbers of your previous employers
 - The names and phone numbers of three people whom you have asked to serve as a positive reference for you

- ❑ Be prepared to answer simple interview questions, like:
 - Tell me about yourself.
 - What are you studying? What career are you preparing for?
 - What are your strengths and weaknesses?
 - Why are you interested in this job?
 - What hours are you available?

- ❑ Be prepared to ask the manager questions, like:
 - What is the training process?
 - What are the 3 most important duties of this position?
 - What qualities do you look for in new hires?

- ❑ Send a thank you note by mail or email after the interview

- ❑ Where to look for part-time job listings:
 - ClemsonJobLink - <http://career.clemson.edu>
 - Inquire directly with on-campus departments (ARA, Library, Fike, bookstore, etc.)
 - *The Tiger* classified ads
 - *The Greenville News* - www.greenvilleonline.com
 - *The Anderson Independent Mail* – www.independentmail.com