



# **Getting a Part-Time Job as a Teen**

Tips from the Leesville Road High School Student Services Department

As a teenager, looking for a part-time job can seem like a scary task. Let's face it, finding a job is hard to begin with. But when you haven't had any experience in a workplace and have never been through an interview, the task can seem impossible.

***--So, how do you go about getting a job?--***

## **Preparing for the Job Hunt**

The most important steps in going to get your first job take place before you even head out the front door. You need to prepare for what you're about to do.

## **Put together a list of Information**

Make a list of phone numbers, school information, people you can use for references (and their addresses and phone numbers), and any job experience that you have. It doesn't have to look fancy. This list is only for you, not for the employer. This list is to help you when you have to fill out applications. When you are filling out an application, you can easily transfer the information onto the form.

## **Appearance Matters!**

Make sure when you head out the door, that you are well groomed and well dressed. You don't need to be in a suit, just make sure you look presentable and professional. In other words, "make sure your Grandma would approve..."

- Don't wear tight clothing or something too short or revealing
- Don't wear clothing that is too baggy
- Don't wear a hat
- Don't wear wrinkled clothes
- Try not to wear jeans
- Don't chew gum
- Be neat and clean, with your hair in place and out of your face and your teeth brushed.
- Guys- don't forget to shave.
- Don't wear perfume or cologne- some people may not like what scent you are wearing
- Don't wear too much jewelry

## **Get a list of places to apply**

Check out the websites of places you are interested in working. Often times, the website will have listings of job openings and you can fill out an application online. Usually, that information is in a link called "Careers" that is at the bottom of the front page.

You can also pick up a local newspaper, go to the library to look at help wanted listings, or walk through town looking for Help Wanted signs. But remember, not every business looking for an employee will have a Help Wanted sign in the front window. Put on your list of places anywhere that you think would be fun to work, and go ask if they have any openings. Walking in and asking for a job isn't illegal, and it shows the manager that you are interested and ambitious if you ask for a job even when one isn't advertised.

When you walk in, here are some different ways that you can ask about getting a job:

- Hello. I was hoping to speak to the manager in charge of hiring new employees. Do you know if they are available?
- Are you taking applications for any job openings?
- Are you hiring at this time?
- Hello. I am looking for a job. Do you have any job openings that I can apply for?

An employer may say, “We don’t have any openings, but we are accepting applications.” So, what does that mean exactly? Well, there are no job openings right now, but a job might open up soon. So, you should fill out an application. They will keep it on file and may call you once a job opens up.

## Sample Phone Conversations

If you decide to call a place to see if they have any job openings, here are some ways to go about it:

### Conversation #1

**Caller:** Hello, Good (morning, afternoon, evening), my name is \_\_\_\_\_ and I was hoping to speak with the manager in charge of hiring new employees.

**Employer:** That is me.

**Caller:** What is your name?

**Employer:** Janelle (write it down!!!)

**Caller:** The reason I’m calling is that I’m interested in working at \_\_\_\_\_ and would like to find out if you are currently hiring and, if so, for what shifts.

(IF “NO”)

**Caller:** Do you have any idea when you’ll be hiring in the future?

*Employer Responds*

**Caller:** Thank you for your time, Janelle. I hope to speak with you again in the future.

(IF “YES” AND HIRING PART-TIME PEOPLE)

**Caller:** Currently I am \_\_\_ years old and looking for a part-time job working mid-afternoons, evenings, weekends, and holidays. What would be a good time to come by and meet with you briefly about a position?

*Employer Responds*

**Caller:** Thank you for your time Janelle, I look forward to speaking with you on



### Conversation #2

**Caller:** Hello, Good (morning, afternoon, evening), my name is \_\_\_\_\_ and I was hoping to speak with the manager in charge of hiring new employees.

**Employer:** He/she isn’t here right now.

**Caller:** OK. What is his name and what time do you expect him in?

**Employer:** (ANSWER: Write it down!!)

**Caller:** Do you know if he is currently hiring any new employees and for what shifts?

**Employer:** (ANSWER: Write it down!!)

**Caller:** Thank you for your time.

**CALL BACK AT THE APPROPRIATE TIME!!!!**

## Prepare for "No"

Before you go apply anywhere, you need to prepare yourself for rejection. That's right. Nobody, and I mean, nobody, gets accepted every single place they apply for a job. You probably won't get the first job you apply for or interview for. It might take time and practice. Don't get discouraged. Think of every job you don't get as a lesson learned. Everyone encounters a big "no" at some point in the career search.

As a first time job seeker, you need to mentally prepare for someone to say, "No". There's nothing wrong with a store owner saying to you, "I'm sorry, we don't need anyone right now." However, there is a right and a wrong way to respond to a business owner or manager who says they have no need for you. If you get a "No, I'm sorry" (and everyone will!), respond by saying, "Well, if you do need someone in the future, please give me a call. Thanks for your time." Don't roll your eyes, give them a look, or get snippy with them. If you treat them that way, they will never hire you.

This shows the manager that you are serious about getting a job, and you have demonstrated the ability to follow up. Simply walking away from the store shows the manager that you weren't serious about the job to begin with. Stand up for yourself and demonstrate maturity. It goes a long way in presenting yourself.

## Stand up straight and be mature

Go to each of the employers on your list, walk in the door, and be respectful. Keep your head up, maintain eye contact, have a firm handshake, and be confident. Employers look for certain qualities when a jobseeker walks in the door. The most important quality is the person's ability to communicate. Listen carefully and talk politely. If you are meek, shy, and unable to show the employer that you are serious about getting a job, you probably won't get one. When talking to a manager, demonstrate that you are eager to get the job. Don't be demanding or pushy- they don't ever HAVE to give you a job. Even if they say no, you should still thank them and be respectful. They may have an opening in the future, so they might remember you. Have them remember you in a good way, not in a bad way.

## Follow Up

Employers look for people who follow up with customers, because it shows that you are willing to get involved and be responsible. Always make a follow up call or get in touch with the potential employer. Usually, it's best to wait about a week to make a call, and when you do, make sure to get on the phone with the person who will be hiring. Don't rely on someone else to leave the right message for you.

Ask for the manager in charge of hiring. When you get the manager, you can say:

"Hi, this is \_\_\_\_\_. I came in last week to fill out a job application. I am really interested in working for you, so I just thought I would touch base with you and make sure that you have everything you need on my application."

## Got an Offer?

Congratulations! You are on your way toward employment. If you are under the age of 18, you will need to have a work permit. Click on this link to learn the steps: [http://www.nclabor.com/wh/youth\\_instructions.htm](http://www.nclabor.com/wh/youth_instructions.htm)

Remember, you won't be able to fill out the work permit until you have a solid job offer from an employer. Some employers will have you fill out the form in their office. You will need to have a parent signature as well as the employer's signature.

## Online Resources

For more tips and job postings, go to [www.groovejob.com](http://www.groovejob.com)  
[www.snagajob.com](http://www.snagajob.com)

And be sure to check out the [Jobs, Internships, and Volunteer Opportunities](#) section of the Student Services website for additional job openings.

