HOW TO GET A PART-TIME JOB AND/OR SUMMER WORK

WORK EXPERIENCE – WHAT IS IT?

It is any form of work that you do before you start your career
Any kind of work gives you some experience

PART-TIME WORK

TYPES OF WORK EXPERIENCE

• Summer work
• Work placement
• Internship
• Voluntary work
• Part-time work
• Work shadowing
• Work experience on campus
• Experience abroad
• Clubs & Societies
• Gap year

INTERNSHIPS

From 4 weeks to 1 year
Very structured
Students who know what they want
Paid
Can lead to a job offer on graduation


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VOLUNTARY ORGANISATIONS

www.activelink.ie
www.amnesty.ie
www.barnardos.ie
www.vsi.ie
www.volunteer.ie
www.redcross.ie
www.goal.ie
www.mycharity.ie

UCC Volunteer Fair, October
**BENEFITS OF WORK EXPERIENCE**

- Earn some extra money
- Improves your employment prospects
- Explore different career paths without making long-term commitments
- Acquire essential skills and improve your CV
- Learn about different workplace cultures
- Maybe live in a different culture
- Essential for some postgraduate courses

**FACTS ABOUT WORK EXPERIENCE**

Work Experience is increasingly vital in students’ personal and career development

- Organizations have become more competitive.
- Employers are looking for new recruits who can integrate and contribute promptly to the organization.

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**SOME INTERESTING FACTS**

When you graduate, you need to be able to:

- Stand out from others with similar qualifications
- Demonstrate that you have both employment-related skills and academic achievements.

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**EMPLOYER’S PERSPECTIVE**

You have a lot to offer them

- New insights and original ideas
- The ability to tackle problems and tasks that otherwise may not be done
- The aptitude and ability to get involved in interesting and complex problems as well as casual work
- A well-educated person who is flexible and adaptable

It’s important to remember that some employers will view you as a possible recruit and will want to find out about your potential as a future employee without any major investment.

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**SKILLS PORTFOLIO**

<table>
<thead>
<tr>
<th>People skills</th>
<th>Self-reliance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Team working</td>
<td>Self-confidence</td>
</tr>
<tr>
<td>Interpersonal skills</td>
<td>Self-promotion</td>
</tr>
<tr>
<td>Communication</td>
<td>Initiative &amp; proactive</td>
</tr>
<tr>
<td>Customer Care</td>
<td>Networking</td>
</tr>
<tr>
<td>Foreign Language</td>
<td>Willing to learn</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>General skills</th>
<th>Specialist Skills</th>
</tr>
</thead>
<tbody>
<tr>
<td>IT/computer literacy</td>
<td>Company-specific</td>
</tr>
<tr>
<td>Flexibility</td>
<td>Technical skills</td>
</tr>
<tr>
<td>Numeracy</td>
<td>Understanding company culture</td>
</tr>
<tr>
<td>Commercial Awareness</td>
<td>Business acumen</td>
</tr>
<tr>
<td>Working under Pressure</td>
<td></td>
</tr>
</tbody>
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**CAREERS SERVICES ON-LINE RESOURCES**


**NETWORKING**

"MOST PEOPLE FIND A JOB BY WORD OF MOUTH: THE MORE PEOPLE YOU KNOW IN A PARTICULAR INDUSTRY, THE BETTER YOUR CHANCES."

**NETWORKING = ASKING PEOPLE TO HELP YOU**

*For example: you are interested in Insurance*

Start with people you know – family, friends or do you know people who work in the area
Where did your family get their insurance
Any UCC grads in this field you can contact
Try the professional body as a start
Start with one person and others will emerge

**PEOPLE KNOW PEOPLE**

- Friends and relatives
- Friends of relatives, relatives of friends
- Tutors, academics
- Ex-teachers
- Community contacts: doctors, accountants, bankers, solicitor, church member, chamber of commerce, local councillor
- Local employers
- Professional institutes
- People mentioned in newspapers, magazines
- Ex graduates of UCC/Anyone you meet

**METHODS OF APPROACH**

- Writing – speculative applications
- Email
- Phoning
- Walking – door stepping.

Choose the best method for you or a combination of all four

**WRITING/ EMAILING**

- Good if tongue tied or nervous for face-to-face
- Cover letter as body of email and CV as attachment
- Format of letter - plain text
- CV attachment best in MS Word
- Try to get the name of someone to send it to
- Email address - make right impression
- No response: 7 days- follow up with phone call
- Stamped addressed envelope helps with postal enquiry - expensive

**TELEPHONING**

- Quickest method – once past the gate keepers
- Think through the phone call in advance – what key information do you want to deliver
- Always an interruption – so ask is this a good time
- Vary tone of voice and be friendly
DOOR STEPPING

- Requires confidence
- Dress smartly
- Focus on the Human Resources Department
- Leave a CV and ask for an information interview
- Consider mapping a route around several employers
- Follow up with phone calls

DOOR STEPPING – ONE MINUTE INTRODUCTION

Short career summary – tell them 3 important things about yourself
State positives from your education, skills and work experience
Write it out and practice

Hello, I am Martha Devine and I am a first year English student in UCC. I'm really keen to enter a career in journalism and have lots of relevant experience working for the university newspaper and campus radio. I'd really be grateful for a few minutes of your time…..

Develop persistence

INFORMATION INTERVIEWING (II)

Talking to people about the work they do.

Enables you to:
- Gather information
- Learn about types of opportunities
- Develop contacts
- Enhance your confidence & interview skills
- Visit people in variety of work settings

SETTING UP THE APPOINTMENT

- Write or email explaining your intention
- Follow up with a phone call to set appointment time
- Be punctual and professional
- Reassure them it is information not a job you want

Not asking for a Job – but gathering information

AT THE INFORMATIONAL INTERVIEW

- Take a note book with you re your questions
- Be prepared to take the lead
- Respect the person’s time
- Recognise that everyone has their views
- Keep your eyes open for clues
- Ask if there is anyone else they can recommend for you to see
- Send a thank you letter

MARKETING STRATEGIES
MARKETING A PRODUCT

- Marketing a Product
  - Product Knowledge
  - Market Knowledge
  - Brochure
  - Marketing Plan
  - The Selling Cycle
  - The Sale

CREATIVE JOB HUNTING: MARKETING STRATEGIES

- Marketing you - Job Search
  - Self Assessment (Product Knowledge)
  - Job Opportunities (Market Knowledge)
  - CV (Brochure)
  - Networking (Marketing Plan)
  - Interview (The Selling Cycle)
  - Job Offer (The Sale)

Some students spend more time planning one wet weekend than on their summer job

WHERE CAN I FIND PART-TIME JOB VACANCIES?

- Shops, supermarkets, bars, restaurants, hotels, garages – Check out for ads in windows or drop in and enquire
- Larger shopping centres may use the notice boards
- Company websites
  - https://ucc.gradireland.com/open/jobSearch.html
  - http://www.ccusa.com/
  - http://www.jobs.ie
  - http://www.recruitireland.ie
  - http://www.monster.com

WHERE CAN I FIND PART-TIME JOB VACANCIES?

Careers Services Booklet “Information on Finding Part-Time Jobs for UCC Students”
ON CAMPUS JOBS

- Student Help in various departments
- UCC Campus Accommodation
  http://www.ucccampusaccommodation.com/student_job_vacancies.cfm
- Student IT Part-time Personnel
- Peer Support Leaders and Niteline – all voluntary
  http://www.ucc.ie/en/pass/
- Tutors
- Demonstrators
- Student Ambassadors

UCC WORKS

There are three UCC WORKS award pathways

1. Internship
   Internships with on-campus organisations
2. Student Life
   Involvement with Student Union and Clubs
3. Volunteering
   Volunteering with external organisations

The UCC Works Award:
enables students to receive formal recognition for their involvement in extra-curricular activities. The extra-curricular activities considered for the award include:
- Internships on campus
- Involvement in many aspects of student life e.g. membership of or executive roles in clubs and societies or for contributions as a class representative or volunteering with uLink, Niteline etc.
- Volunteering with organisations off campus.

To qualify for a UCC Works Award:
students need to meet 3 criteria to receive an award which will be recorded on their Diploma Supplement as follows:
- Participate to required level
- Reflect on the learning experience

CHECK LIST FOR APPLYING FOR UCC WORKS AWARDS

Register
Register for the award pathways you are interested in. Check the website for details on how to register.

Participate
Participate and log the required hours to complete the Award. Check the website for exact details of what is required for your chosen award pathway.

Reflect
Reflect on the skills you have developed as part of the Award experience. Complete the reflective report and update your CV. Submit the report and CV by the deadline.

Award
Attend the Awards Ceremony on the Date TBC. And be a winner with UCC Works recorded on your Diploma Supplement.

See www.ucc.ie/careers - under UCC Works for full details of the award and how to apply.

CACSSS

5 Credit Module Undergraduate Work Placement Programme

TRADITIONAL AREAS OF WORK

Retail
Hospitality (food & beverage)
Entertainment
Hospitals (domestic and clerical)
Retail banks
Industry (production)
Construction

IN BLOOM

- Summer Camps (music, IT, Science, Sport)
- TEFL
- Holiday Resorts
- Festivals
- Music Festivals (hospitality and security)
- Tour guides
- Heritage Parks
- Telesales
- Agricultural (holiday relief work, tillage and silage)
- Fruit picking
OLD RELIABLES

- Tourism
- Hospitality
- Retail
- Tele Marketing
- Grass cutting/gardening
- House cleaning
- Child minding
- Carers
- Car washing (valeting)
- Student help
- Painting
- Window cleaning

STUDENT STORIES

<table>
<thead>
<tr>
<th>Degree</th>
<th>Activity</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Languages</td>
<td>Tin whistle</td>
<td>Europe</td>
</tr>
<tr>
<td>Music</td>
<td>Jam</td>
<td>Agricultural shows</td>
</tr>
<tr>
<td>Commerce</td>
<td>Sandwiches</td>
<td>Shops</td>
</tr>
<tr>
<td>Arts</td>
<td>Crosswords</td>
<td>Papers/magazines</td>
</tr>
<tr>
<td>Nutrition</td>
<td>Food articles</td>
<td>Magazines</td>
</tr>
<tr>
<td>Pharmacy</td>
<td>Modelling</td>
<td>Agency work</td>
</tr>
<tr>
<td>BIS</td>
<td>Shares</td>
<td>Own portfolio</td>
</tr>
<tr>
<td>Arts</td>
<td>E-bay</td>
<td>Car Boot sales</td>
</tr>
<tr>
<td>Drama &amp; Theatre</td>
<td>Clown</td>
<td>Children's parties</td>
</tr>
<tr>
<td>Arts (p/t BT)</td>
<td>Make-up</td>
<td>Children's parties</td>
</tr>
<tr>
<td>Commerce</td>
<td>Clean holiday homes</td>
<td>One employer</td>
</tr>
<tr>
<td>Arts</td>
<td>Xmas cakes</td>
<td>Door to door</td>
</tr>
</tbody>
</table>

7 WAYS TO TURN ENTRY LEVEL JOB INTO A STEPPING STONE FOR SUCCESS

1. **Do a good job:** Doing simple tasks well will make you stand out and show you’re capable of greater things.
2. **Be enthusiastic:** Being keen, interested and – makes you good to work with and in return is likely to make colleagues want to help you.
3. **Be a sponge:** Benefit from your colleagues’ skills, experience and mistakes.
4. **Say yes:** Take part in projects with other departments, respond to calls for volunteers or go to extra events.
5. **Do more:** Once you’ve mastered the basics, what else could you do within the scope of your role?
6. **Work out what next:** What do you need to get to the next level, think about what skills you need. Find out about any training opportunities.
7. **Do drudgery well:** However far you rise, there will always be a part of your job that you don’t particularly relish. Be motivated

HOW TO GET A PART-TIME JOB

- **How to Prepare CVs** – G19, Arus na Laoi at 1.00pm on Tuesday, 11th February
- **How to Ace an Interview** – Boole 6 at 1.00pm on Wednesday, 19th February
- **How to get Employers to Notice you on Social Media** – O’Rahilly Building, Room 212 at 1.00pm on Thursday, 27th February

GOOD LUCK