Steve Irving: Well hopefully we get to hear this maybe some techniques that will enhance your prospects of finding a part-time job locally. One of the things about Chico it is a disproportionate amount of the number of jobs, part-time jobs and students. Also students also include those students who attend Butte College, so not just Chico State students it's also Butte college students. In a community the size there are a lot of part-time job seekers, so it puts a lot of pressure on the part-time job market. With further compounds is that although economically things are getting better there's still a significant number of people who were formerly full-time employees who are now in the part-time job market, so if it seems competitive and really is. It's not impossible just competitive. We want to make sure that we give you a few things that maybe help you navigate this process maybe even give you a competitive edge, so we done this thing getting a part-time job in Chico.
First thing you got to do is make it known you are looking for work. Looking for work in silence then often work very well you got to let folks know that I'm looking for a job. Probably the most effective method of finding a job is still the old tried-and-true word-of-mouth. Talking to people, talking to friends maybe you have friends who are working. Well ask them how did you get this job? How do you like working there? Do they need anybody else? Those simple inquiries often times may lead to job opportunities, so it's all part of them making them know. Family, maybe you have family members who are working who may know someone who's hiring. You want to maximize all your resources but probably the two most underused resources you have are your instructors. Often time faculty members have written grants that they are funded for that allows them to do research. They hire students to assist them with the work on these grants. Sometimes this data collection, sometimes data entry sometimes it is being on-site setting up equipment. They need help and they also built into these grants and allowance to hire student help. A primary source, now the problem to your instructors also contact University Research Foundation. Okay now talk about more about them shortly but they are they call a campus auxiliary and I explained the location in how to get to them and that whole thing in a few minutes, that's a good source. University staff that is perfectly acceptable to walk into a campus department and to inquire about employment opportunities. It could be your own academic department. It could be someplace else you know. Hey I'm a student I have time to work. Do you need any assistance? Here is my resume, contact me if you need it. That's okay to do that, it really is, so make it known that you are looking for work. Otherwise you got to tell somebody.

Audience Member: So that means it has to be a [inaudible]
Steve Irving: Sure. Sure.
Identify your resources. I mean, where do you look? Where do you find the jobs? You want to work, you made it known that you want to work but where do you go to find the information. Well, all students who are enrolled here have a JobCat account. Have either of you been on your JobCat account yet?

Audience Member: [inaudible]

Steve Irving: I would, they have been some outages with some JobCat. In fact I just got a notification that the data warehouse were part of the information stored. There was disruption service last night and they planned maintenance on the system again this weekend, so there are temporarily some outages. We also had some issues working with things with the vendor those things have been resolved. That's not a problem anymore but there are instances where the system might not be available. Often times it's a very short in-duration. With JobCat it's one thing to say okay you have a system you have this way to go about finding job information but how do you actually navigate your way through that.
If you been on your JobCat account this type this page might look familiar okay and often times it gives you information that is very useful. In matter of fact if you look right here you'll see, we are advertising the very workshop that you are sitting in right now. So this gives you information about career fairs, special events. You know, we may have a specific recruiter coming on campus to hire students and we are going to try to contact you by putting these announcements on your JobCat page, so by all means the more often you are logging into this, you are much more in tune to what the employment opportunities are going to be. Well once you are on here most of the options are going to go to the section that says, okay where the jobs? So if I go on here on your JobCat page and..
I put search jobs and internships.
It's going to turn to search and..
It’s going tell me right now there are 538 jobs in here. A lot of jobs. You don’t have time to sit down and go through all of that to find the ones that you might be interested in, so you want to filter your search. That it brings back the results that might be interest to you. So, if you are not looking for a career job or internship we can exclude all of those, so if I go back here to position type.
Let's say you're looking for a job on campus. There are two on-campus employment categories student assistant or work-study. Those two, know you'll see other options and I'll go over those too but student assistant or work study.
If I add student assistant.
Work-study and I say search.
There is no audio for this slide.
Now it's going tell me that 538 just went down to 11. This changes daily and throughout the day for that matter. Jobs come in, we have employers who are posting jobs directly from the campus departments. Sometimes times we go up and down in a day or two. The more active you are in the job search process, your chances go up because you want to be in there when that quote on quote job that is made for you is available. You'll see some of the descriptions. If you have been on here. You simply click on the blue link, it tells you more about the job. How to apply and that information. We'll let’s say you want to expand...yes.

Audience Member: I am a computer science major. So if a job comes from a different department, geography, so if like, am I eligible to apply for that?

Steve Irving: Yes. Maybe the Geography Department need someone to help maintain the computer lab. You'll be using your academic skills it's just a different department so don't restrict yourself to just your major. Look at the entire spectrum to see what positions are out there that I qualify for department notwithstanding.

Audience Member: Okay.

Steve Irving: Maybe you want to expand your search to include off-campus opportunities.
In this position type.
You would have seen a few of the categories. Anytime you see part-time job, job location development, temporary, these are all off-campus job opportunities. Now if I add part-time job, job location development, temporary and then say search.
There is no audio for this slide.
That one hundred and eleven now has gone up to one hundred and forty four. So, there are a lot of job opportunities out there that are on the part-time market. Okay, it just means finding that one that might fit best for you. I like to probably take a few seconds to talk little more about the category, um... temporary. Those who would like to call the hustle jobs. What I mean by that, these are jobs they want someone to having an event that need someone to help with the catering. It’s going to be on Saturday from twelve to seven and they are going to pay you ten dollars an hour to do that. Ten dollars an hour, seven hours, seventy bucks. Okay. Temporary jobs are good way to generate income until you find that job that provides you with that regular schedule. That you can work twelve to fifteen hours a week, so if the important thing is to get income, temporary job, because they could do that. I've had them come in from phone call from someone who needs someone to come over and move the couch, so they can vacuum behind it. Takes you fifteen minutes but they'll pay you twenty bucks. Not a bad deal if you ask me. I even had someone who had a business and he needed someone to leave to be the voice on his voicemail. His accent was such that made his clients oftentimes difficult to understand him, so he paid the student to be the voice on his voicemail. Fifty dollars and it took ten minutes, so I mean that's some examples of a part of that part-time temporary job market. You know it may only be for a day or two. Maybe for a few hours but it generates income.
Associate Students. Okay, Associate Students hire students between the University, the Associate Students and the Research Foundation. There are approximately 3800 student positions but we also 17,000 students. Again, it's competitive but not impossible. Aschico.com is where you want to go. The associate students hire the students who work in the Wildcat Recreation Center at the Wrec. They hire the students who work at the bookstore, who work at the marketplace, who work in the dining halls for food service. Butte station. Holt station. Okay.

Audience Member: [inaudible]

Steve Irving: Question?

All of those positions are for the associate students, however, the associate students will only hire you once you have submitted an application on their website. Everyone who gets hired there must submit that application. What I would say, if you’re looking at the associate students as a potential place for employment. You want to go in and get your application on file. When the job that comes through the might be of interest to you. You simply say submit and you’ve applied. Excellent source. I’ve mention the Research Foundation. The Research Foundation is also a campus auxiliary. They are located off-campus, so to speak. They are located at 25 Main St., so if you walked down first street that otherwise went through campus. You keep on walking through downtown right at Main Street you’ll see a building. That’s where the University Research Foundation is. That’s the place that has the positions for students who are working for instructors who written grants to do academic research. They hire over 700 students annually. Local media, Craigslist. Big one Craigslist.
Those are good jobs, okay, you just want to be very informed about the position that you are applying for. Oftentimes classified ads. Through the local newspaper. You want to use all the resources. Yes, we use JobCat but that's not to work with frequently. However, it's not the only way to get job information. Yes.

Audience Member: Do they appear on the Wildcat [inaudible]

Steve Irving: No. Not always. Sometimes they do, okay sometimes they do but they are always going to be on the AS site. Yes. Yes.
Do you have a resume? More and more employers, even the part-time job market are now requiring you to submit a resume as a condition of applying for a position. They want to know who you are, what you done, do you have the skills, background that might be suitable for their position. Okay, if you have a resume I highly encourage you to bring it by the career center. Let us take a look at it. We might be provide you with some information that can assist you in making your resume better. We do resume drop in daily from one to four. Monday through Friday. No exceptions. There's always somebody here during those hours that will sit down and go over your resume with you. Maybe you’re proud of it. Okay, well maybe you are applying for jobs and you just don’t seem to get the hits that you think you should base on your experience. Could be how you are framing your qualifications on your resume. We can help you do that. So, come on by let’s take a look at it. If it's great, then we'll tell you it’s great. If there are things we think you can do to improve your resume we'll provide you with those suggestions. Okay.
Applying jobs for the job is just the first step. Okay, my model is be persistent but be patient. Okay, be persistent and be patient. You may have to apply for several jobs in order to get one. I did these workshops last fall and I did more at the beginning of the spring term. To date and I kept the emails that I got from them. They're 18 students who said you were right about being persistent and being patient. I got a job, I'm now working at University Housing and Food Service or I'm working at Lulu's downtown or I'm working at Subway and I sent my application in and I did the things you said. I eventually got a job. So, I can say well great, I'm doing a great job. It only affirms that approach. Is that being persistent, okay and being patient. Me personally, my graduate from college, the first 16 jobs I applied for I didn't hear from or I got a rejection letter. Okay. The seventeen one I applied for, I'm still here today. Thirty one years later. You'll never know. I could walk away and that's oftentimes the approach, is that you know I am done with this. There are no jobs, it's not going to work. Well keep going, it will. It will. The important thing is follow up. Follow-up. Follow-up. Follow-up. You don't want to simply submit resumes and sit back and wait for someone to call you. If the position that you're interested in submit your resume and if that position has a deadline, so they want by this day at this time. You want to give them two business days after that. This is, hey have you filled the position. I am interested still, you have my application I'm available to interview. Talk to the hiring manager. Talk with a supervisor. You want to express that you are generally interested in this position. Not just casually, because you handed out 20 resumes. I want this job. Okay, let me know if I can provide you with any additional information. You always want to do it respectfully but you want to make it clear that you are genuinely interested in this job. This is not casual, this is not like I kind of saw the sign on the window. I was walking by and happen to drop my resume off. No, I want to work for you. Okay. Follow-up. Follow-up. Follow-up.
I hire students to work here, at the Student Employment Office Career Center. I'm the one who sits down and takes the applications. When we are hiring for a position somebody does a follow-up they let me know. Okay, if I get email, I print the email and I attach it to the application packet. If they stop by I take a notation on a sticky and I put it on their application packet. I know who followed up. Guess who I'm going to look at first.
Make a good impression. Okay, make a good impression. Even when you go to apply for position, it can simply be dropping off the resume or application. You want to make sure you dress appropriately. That you look like you are seriously interested in this job, that you want this position. Well, I say dress appropriately, if you are going to apply for position that is going to be working in office. You want to dress like you are ready to come to work. However, if you are applying for position to the Facilities Management to work on the grounds and you are going to mow lawns and do stuff. You don't necessarily have to put on your work boots or jeans on but you want to portray that you had no problem working in that environment. So, you don't want to go wearing a suit and tie for that matter. Probably dress a little more casual. So, use your best judgment on what is appropriate dress. Being the first impression is important. Let's say you done all of these things and now you got the interview. You going to sit down talk with these people about working for them and their respective department. Okay. Show up on time, go a little early. Anybody know in here when the interview actually starts? Okay, the minute you get there. The minute you walk in the door. Your interview starts. Not when you go in the room and talk with the interviewer or you know or you meet with the manager or supervisor. The minute you walk in, your interview starts. Okay, I've been here for a long time. I've been on many hiring committees anywhere from vice presidents to groundskeepers and pretty much everything in between. I can tell you in every instance the person who has a lot of influence on the outcome the hiring process, is the receptionist. The first person you see when you walk in the door because what's going to happen after they interview you there are going to walk out and say. How were they like when they came in? Were they're polite? Were they here on time? Okay. Do they get offer excuses for being late? They are going to ask that person who first saw you. What their impression was?
Okay, your interview ends when you leave the premises everything that happens from the time you get there from the time you leave. Is fair game for consideration when they evaluate you as a candidate for that position. So, how you conduct yourself during that time, is like you want to be on. I can use that term. Does that make any sense to you? Okay. If you work before, even if they haven't ask you, bring references. Okay, bring references if you have them. Okay, I even encourage have a copy of everything you've already given them as part of the application packet. Your resume, cover letter, application, references, so, oh by the way would you happen to have another copy of resume? Oh, yes. Yes, I do. Do you have references? Yes, I have references. Okay, what you are showing that you are prepared. If you are taking it seriously, you are prepared. Know your work availability. Okay and not just your class schedule, oftentimes you need time to do other things. Meaning you need time to study. You may have study groups for other academic related responsibilities that do not afford you the opportunity to work at that time. Okay, so if you say with the availability we're not just simply saying, what's your class schedule? Okay and I mentioned the hire students at work here. Number one pet peeve. I say give me your class schedule.
I say give me your work availability and you give me this. This is your class schedule. I can see, okay when you're having class here but why should I have to do the work. I have been doing these training work shop with different campus departments because we have a new student employee hiring process, so I'm doing a lot of this training. I sit here because training starts and I listen to the conversations that are going on and their experiences in hiring students. They're saying you know, if one more gives their class schedule, I'm going to scream. Okay, another example.
May be a little easier but it’s the same thing. You are asking me to do work and these are actually things I’ve collected that they had submitted as part of the application process when I have asked for work availability. This is what I get. Okay, when I asked for work availability this is what I want.
Tell me Mondays I'm available from eight to eleven, two to five. Tuesdays, one to three. Wednesdays, two to five. Thursdays, eight to eleven. Anytime on Friday. You made it easily, you give me what I asked for. So, I'm going to look at this with a bit more interest. If for no other reason that I can clearly tell when you are available. Seems petty doesn't it but when you have 40 applicants for a single student position you have to go through and decide which one you going to consider. You're going to consider the ones that you say follow the instructions. Right, you want to treat the application process as if it's the first assignment you had on that job. That's your first job, is applying for. You want to make sure you do everything correctly and completely.
There is no audio for this slide.

- Make a good first impression
- Dress appropriately
- Show up on time if not early
- If you have worked before, bring references
- Know your work availability
- Take into account time you may need for study and other academic related responsibilities
Top three reasons for not getting hired. Anybody want to take a stab at one?

Audience Member: [Inaudible]

Steve Irving: Not on time. That’s up there. Anybody else?

Audience Member: [Inaudible]

Steve Irving: Great. Yes. That’s one of them. That’s actually number two. Anybody else has a guess?
Number three, no resume or poorly written one. Okay, the employer can’t really decide what you’ve done. Students oftentimes and I appreciate being brief okay, however, when it comes time to review the resume you want to brag because you want to set yourself apart from other applicants. Don’t just tell me I work at a restaurant as a hostess. Okay, I have an idea what a hostess does that might or might not be what you are actually doing. So, don’t simply say I was hostess. Tell me what the hostess does, I greet customers, I seat them, I coordinate this with the wait staff. Those things. Oh, now I’m getting the pictures to what you are doing. Okay and number two reason.
Incomplete application or application packet. Give the employer what they want, if they want a resume. Give them a resume. If they want an application complete, give them an application complete. Make sure you give them everything they asked for when you apply for the position. And, the number one reason.
If you don’t apply for the job. I mean really, you want to work but if you don't apply, chances are you’re not going to get one. I mean it sounds very silly and simple but that really is the number one reason for not getting hired if you don't apply. Okay, now as you are applying there are some..
Who would take advantage of you and it’s unfortunate but it's out there and it happens with us here with JobCat. It happens on Craigslist. You may have gotten emails of summer from someone they hacked into the Wildcat Email and sent messages fraudulent job announcements. I told students, you may have got some of that stuff. Okay. Well, this is just a few seconds to say how to spot one of those fraudulent jobs.
Job posting looks to good. They are going to pay you a lot of money for doing a little work. That should be, wait a minute, you going to give me $3500 and all I got to do is go make a deposit. No, to me red flag goes up on that one. And, what happens there is very common what is.
These two kind of go together. Whoever the employer is, when you have any questions you call them, they never answer the phone. They will respond to your email but they never answer the phone. Why wouldn’t you answer the phone? Why give your phone number and then not use it. Okay.
Employer tells you they are out of the country. These things oftentimes go together. Okay, we had students last summer. I had two of them that I work with last summer, that was scam and between the both of them they lost about $3000. Okay, and it goes, that I am a property manager. I also manage properties internationally. Right now I am out of the country, however, it would be a great service if you will take this check deposited in your account and for your troubles you keep $400 but I need you to send these other $3000 to these two clients. Sounds reasonable but is not the check they give you isn't any good. So, you deposit the check, you take the money and send it off like they say you keep your cut which you thought you were getting but you find out afterwards the check isn't any good. Now you sent your money off somebody else and you're out of it. Okay, that oftentimes happen when these two things come together. They promise to pay for the amount of work you do, they never answer the phone, they send you email and then they just happen to be out of the country. Okay.
Check the location. Okay, they give you the address, we required them to give us a physical address here. So, when they post a job on JobCat they have to give me a physical address or say we don't accept PO boxes. I need a physical address, okay and that's the case I would put that address if I find it suspicious and put it into Google maps. And, I look at and I found some companies who gives me an address with some vacant lot, in plain oh Texas. Okay. Well, to me scam, done, on to post two. Okay. So, any hint of suspicion, ask questions. You can include us in that process as well.
They ask you for information, personal information that wasn't on the application on your resume. Okay, don't ever give them your Social Security number unless you're filling out a W-4 form. Which is a part of the process of being hired, where you would have withholding from your paycheck. That's required by law. You should never give them your social security number and an email. Okay, don't give them your driver's license number and birthday in combination. Okay, if they start asking, never give them any bank account information. So, if they start asking you for that, not only the red flag goes up but red lights flash, bills and whistles go off. Scam job, they getting ready to take it. Identity theft, the whole bit. So, they ask you for personal information that seems, but wait why do you need my social security number right now and were not filling out the required W-4 form? Well, our insurance purposes we need this information, well no you don't. No you don't. Okay.
If they ask you to pay some membership fee. Okay. Well we need you to pay, so you can belong to this group, so we can hire you. No, they are just taking your money. You shouldn't have to pay to get a job. There are way too many other nonpaying options than paying somebody else to get a job.
When in doubt.
Check with us. Okay, we’ve tried to vent our jobs as completely and thoroughly as we can. Oftentimes what we'll find is with, is actually what they end up having you do has nothing to do with the position description they gave us. So, if you accept the job that you got on JobCat and all of a sudden they start asking you to do something that doesn't seem, wait a minute I thought the job was going to be this and now you ask me to do these things. Okay, I would say, I would. So, wait a minute guys let me go talk to my campus. Okay.
If it looks good to be true, it probably is. So, I just want you to be aware because is not just JobCat. It is almost in every entity that does job posting, there are fraudulent jobs and you don't want to be taken advantage of in that situation to. We don’t mean to scare you but we just want you to be aware. Any other questions. Concerns? Well hope that gave you some information that might be useful. Okay. Be persistent but be patient. If you apply that principle, you're going to get a job and that's the job the one that you would really want. Thank you for coming. I know on a Friday morning it's not the best of time to do this. And how you are Ari?

Audience Member (Ari): Good, I mean I’m looking for a job but I don’t have any availability [inaudible] I have a large portion of bids [inaudible]

Steve Irving: What I would say look at, oftentimes, what I see. Let's say some campus departments want someone to do blogging. You can do that at any time. It's not like you have to be sitting in office to do that. So, those opportunities are out there.

Audience Member (Ari): Yeah, I’ve been trying to look for ones, like I could kind of make my own schedule or are like night jobs. Like late at night or just weekends. Because, I been [inaudible] but it’s just hard to choose because I don’t want my nights to be completely full and then I’m not going to have any time to study. And, I’m taking like Chem and stuff [inaudible]

Steve Irving: Places like the library.

Audience Member (Ari): Yeah, I looked at the library and right now there’s one for just like a, one like basically looking over the computer lab. [Inaudible] I don’t know,
I haven’t looked on the AS. I didn’t know it was separate [inaudible]

Steve Irving: Sometimes they do post positions on JobCat but they will always have positions.

Audience Member (Ari): Because I know Sutter. Sutter dining has it [inaudible] right now I think I’m going to try to tutor. [Inaudible]

Steve Irving: Have you signed up at the student learning center to be a tutor?

Audience Member (Ari): No, but I was just [inaudible] are they even hiring tutors or something?

Steve Irving: Go ask them. I mean you see that is the thing. It’s like.

Audience Member (Ari): This it to, but I feel like a day hour or two [Inaudible]

Steve Irving: Precisely, I mean, I say don’t disqualify yourself with until you know.

Audience Member (Ari): Yeah, okay.

Audience Member: [inaudible]

Steve Irving: Do you have any questions I could answer for you?

Audience Member: [inaudible]

Steve Irving: Okay, well thank you for all for coming. I do appreciate it and good luck to you.