Approaching Employers

1.   Drop in during off-peak hours

Try to job search **weekdays between 2 and 4 p.m.** Avoid the busiest times of the day like lunch (11:30 a.m. to 1:30 p.m.) and dinner (5:30 to 7:30 p.m.).

2.   Go alone

Show your maturity and independence by approaching employers on your own. Don't let them think you need someone with you! Friends and parents should stay home or outside.

3.   Dress to impress

This is your first impression: Make an effort to look your best. Employers are likely to remember you for making an effort, knowing that you just came in to pick up an application.

4.   Speak with the manager about job openings

Ask questions like: "Are you hiring?" "How old do I have to be to work here?" "What positions and shifts do you have available?" "May I have an application?" "What's your name?" And introduce yourself: "My name is _____." **You're trying to determine if this job will be a good match** and the manager will be a good indication of that.

5.   Turn in your application to the manager only

It's much more impressive to **deliver your application directly to the manager** you met previously. It also **personalizes your application** by putting a face to it. Plus, you don't have to worry about someone losing it or accidentally throwing it away.

6.   Ask the manager if there is time to discuss your application

Talking about your application **the same day you turn it in could result in being hired on the spot or soon after!** Why wait? **Prepare to answer questions** just like a formal interview. Any information you put on your application is fair game.

7.   Follow up with the same manager 3–5 days later

Call or drop in and say something like, "Hi, this is _____. I turned in my application on (give exact date) and wanted to know **what's the hiring status for the job opening?**"