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?”