



The Manpower Workforce Report: Special Youth Edition – Summer Jobs

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2010 Summer Jobs: Tips for San Diego Youth

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If you are looking for a job this summer, here are some ideas for jobs that may be available for teenagers. Remember, there are limits to what you can do depending on your age.

Typical Teen Jobs

- Camp counselor
- Cashier
- Child care assistant
- Lifeguard
- Office Assistant
- Umpiring
- Youth sports or arts programs
- Lawn/yard maintenance
- Fast food or restaurant
- Hospitality - hotels, resorts
- Retail
- Resort jobs - vacation resorts, amusement parks

Jobs for Younger Teens

- Baby sitting
- Pet sitting/dog walking
- Lawn and yard work
- Cleaning driveways
- Garage cleaner/organizer
- Household chores/cleaning
- Running Errands
- Homework help/tutoring

If you are having difficulty finding a paid job, consider volunteering.

- Hospitals
- Convalescent homes
- Child or elder care centers
- Libraries
- Youth recreational centers
- YMCA's
- Fire Stations
- Summer school or church programs
- Animal shelters

Check: Volunteer San Diego, www.volunteersandiego.org, the Youth Employment Opportunities Program (YEOP) offered by the San Diego Career Center Network, www.SanDiegoAtWork.com/centers, and Hire-A-Youth, a summer youth employment program, funded by the San Diego Workforce Partnership at www.sdhireayouth.com for additional possibilities.

Interview Tips:

Dress Code:

Applying for a teen part-time or summer, non-professional job is a little different from applying for a full-time professional position. Dress should be, at the least, neat and tidy. Business casual is usually appropriate. For example, khakis and a neat tucked in polo shirt would work well. It's also OK to "dress to impress" but don't overdo it. Your shoes should be moderate and you should avoid extreme hairstyles or colors. Personal hygiene is also important, your hair should be clean and brushed and your fingernails should be trimmed and clean as well. Also, keep makeup and perfume to a minimum. No jeans or shorts, no tank tops, crop tops, or anything especially low cut (shirt or pants) or too short (skirt or blouse) - keeping everything professional is a must.

Tips and Tricks:

- **Be Prepared:**
Bring your resume, cover letter, references, completed job application (if it is not already completed), note pad and a pen to your interview.
- **Be Polite:**
It's essential to have good manners when interviewing. Shake your interviewer's hand. Employers prefer that interviewees wait to sit until invited to do so. Employers dislike it when applicants slouch in their chair, remember to sit up straight. They often don't consider interviewees who use slang or swear. Be polite, positive, and professional throughout the interview. Wear a smile.
- **Know Your Schedule:**
Know what days and hours you are available to work, the employer will ask. Employers want open and available schedules. You may not work everyday, but if you can let the employer know. Flexibility is definitely an asset, because the more time you are available, the easier it is for the employer to set a work schedule. Also, know how you are going to get to and from work, if you don't drive know how long it will take you to get there.

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- **Be Punctual:**
Arrive at the interview site a 10 minutes early. If you're not sure where to go, get directions ahead of time. If you don't have a driver's license, make sure you have a ride. If you use public transportation, make sure to plan enough travel time to get to your interview.
 - **Be Responsible:**
If your mom or dad takes you to an interview, show the employer you are responsible and go to the interview room by yourself. It's important that you speak for yourself and connect with the interviewer, without someone else's assistance.

Interview Questions:

It's important for teen job seekers to prepare for a job interview. One good way to do that is to review the typical interview questions you will most likely be asked. Also review sample answers to these typical interview questions teens are asked.

Do take the time to personalize your responses so they reflect you, as a person and as a candidate for employment.

- Why are you looking for a job?
- Why are you interested in working for our company?
- How has school prepared you for working at our company?
- Why should we hire you?
- What do you think it takes to be successful in this position?
- How would you describe your ability to work as a team member?
- What has been your most rewarding accomplishment?
- What are your salary expectations?
- Tell me about a major problem you recently handled.
- Have you ever had difficulty with a supervisor or teacher?

Questions you may want to ask the interviewer:

- What type of person are you looking to hire for this position?
- Can you tell me more about the people I would be working with?
- Can you tell me about my competition for this job?
- How quickly are you planning to fill the position?
- I sure would like to work for your company, when would I start?
- When can I call you about your decision on filling the position?

Work Guidelines for Teenagers:

14 and 15 Years of Age:

During the school year, hours are limited to 3 hours a day and 18 hours a week. On days when there's no school and in the summer, working hours increase to 8 hours a day and 40 hours a week. There are limits on when children can work, too - no later than 7 p.m. during the school year and no later than 9 p.m. between June 1 and Labor Day. Fourteen- and fifteen-year-olds may be employed in restaurants and quick-service establishments outside school hours in a variety of jobs for limited periods of time and under specified conditions. A work permit is needed and can be obtained from your school counselor.

16 and 17 Years of Age:

Sixteen- and seventeen-year-olds may be employed for unlimited hours in any occupation other than those declared hazardous by the Secretary of Labor. Examples of equipment declared hazardous in food service establishments include power-driven meat processing machines (meat slicers, saws, patty forming machines, grinders, or choppers), commercial mixers and certain power-driven bakery machines. Be aware, many restaurants that serve alcohol need to have people over 18 years of age.

18 Years of Age:

Once a youth reaches 18 years of age, he or she is no longer subject to the federal youth employment and child labor law provisions.



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