

How to Improve Your Chances for Summer Employment Opportunities

- **APPLY** – You must apply on-line for summer employment @ or www.cityofrochester.org or www.rochesterworks.org
- **CHECK YOUR CONTACT INFORMATION** – Make sure your home address, email address, and phone numbers are correct on the application. Update us if you move. If we cannot reach you, we cannot consider you for employment opportunities.
- **GATHER YOUR DOCUMENTATION NOW** – You will need a work permit (ages 17 and under), Social Security Card, Report Card and Proof of Household Income. It takes time to apply for and gather these items. Application will be considered incomplete without them.
- **FOLLOW THROUGH EARLY** – Do not wait to the last minute to turn in all supporting documentation. Attend all mandatory appointments (ie. Prescreenings, Job Readiness Trainings, and Parent Orientations as required). Rescheduling is limited and/or may not always be an option.
- **MAKE A GREAT FIRST IMPRESSION** – A first impression is everything! Dress professionally when you meet or present yourself in front of an employer or summer employment staff. Wear suits, slacks, shirts, ties, dresses, shoes, etc. (no jeans, sneakers, hats, facial/tongue piercings, etc.) Be on time (which is 15 min. early)!
- **LISTEN AND READ CAREFULLY** – Follow all directions. Make sure you write down all instructions and directions (ie. addresses, details, names, room numbers, etc.)
- **SEARCH FOR OTHER EMPLOYMENT READINESS SUPPORTS** – Visit the RochesterWorks website for other helpful employment resources/tips.