



First, watch the video ▼



My Activity
Part-time Job Finder

This activity will take around 3 hours depending on your research speed

Format: This activity can be done in different ways:
•With a mentor, coach or a friend ☆ recommended

•On your own



Goals of this activity:

★To consider what you type of part time employment you are looking for

★To track your job search and job applications progress

★To eventually start a part-time job which can bring you closer to the financial goals whilst you invest time into starting your business.

!/? How to do the activity

1 Take the time to do this task on your own and at your own speed

2 Watch [the video](#) for this activity

3 Do activity 1 to see if you would like a part-time job whilst working on your business idea?

4 If the answer is yes, complete activity 2 to develop clear criteria for part time roles that you want to apply for.

5 Finally, use activity 3 to keep track of your progress whilst you are on the job search.

1 Do I want a part time job whilst starting my business?

| Question | Your Answer | | |
|---|---|--|--|
| Are you ready to start your business idea now ? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Not now, but later |
| In the first 12 months, how much time can you dedicate to the business? | <input type="checkbox"/> 100% of a full time job | <input type="checkbox"/> 66% of a full time job | <input type="checkbox"/> 33% of a full time job |
| What salary will you be able to pay yourself in the first 12 months? | <input type="checkbox"/> my dream salary | <input type="checkbox"/> A starter full time salary | <input type="checkbox"/> A part time salary |
| Would you like to have a job whilst you start your business? | <input type="checkbox"/> Yes, a full time job | <input type="checkbox"/> Yes, a part time job | <input type="checkbox"/> Yes, an internship / apprenticeship |
| Why do you want a job whilst starting your business? | <input type="checkbox"/> To add to my salary | <input type="checkbox"/> To learn new skills | <input type="checkbox"/> To expand my professional experience |



2 My Job Search Criteria

| | | | |
|--|------------------------------------|--|------------------------------|
| My Ideal industry of part time work: | | | |
| My anticipated wage (per hour, per month etc.): | | My anticipated wage (per hour, per month etc.) | |
| For my part time job, I would prefer... | ...to work in the office / on site | | ...to work remotely / online |
| <p style="text-align: center;">The skills that I would like to gain on the job</p> <p>(skills that would be transferable to my business)</p> | | | |
| For my part time job, I would prefer... | ...to work in the office / on site | | ...to work remotely / online |

Next, it is time to do some research: to find part-time jobs matching the criteria you have defined above:

1. Search for jobs matching the criteria on online job portals like LinkedIn & Indeed, as well as other relevant online platforms in the country you live.
2. Ask your friends and people in your professional network whether their company or a company they know has part time roles matching your criteria. Hopefully they can make some direct introductions for you.
3. Fill the table below and keep track of your part-time job applications

3. Job Application Checklist

| Name of Job & name of employer | In person or online? | Industry of the part time work | Skills Needed (requirements for the job) | How many hours / week | Wage per hour | Monthly wage (pre tax) | Status of your application |
|--------------------------------|----------------------|--------------------------------|--|-----------------------|---------------|------------------------|----------------------------|
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