



Navigating Ollie — for Teens

Putting Ollie to work is easy! Follow this step-by-step guide to find opportunities near you.

Step 1: Register

Setting up your Ollie account allows you to start building your profile and searching for jobs right away; however, your profile will not be published to the network and you will not be able to apply for jobs until your parent authorizes your account.

Your parent will receive an email prompting them to complete the registration process and agree to the privacy policy and terms of service. Then, your profile is fully active. Voila!

Step 2: Create a winning profile

This is your opportunity to make your first impression. Think of it as your cover letter and resume. How will you highlight all you have to offer? Check out this sample bio to help you get started.

Step 3: Start surfing

From your dashboard, you can search Opportunities on the right side of the screen. These are opportunities that match the skills that you chose when creating your account. Click on a job posting to read more about it. If you want to apply, send the employer a message.

By the way, there is more than one way to surf on Ollie. If you go to the search bar at the top of your dashboard, you can type in a skill, university, or career path and then click on the drop-down menu to find jobs, peers, alumni, and professionals in your area.

Step 4: Chat

This is your chance to learn more about the job in a secure environment. We encourage all Ollie users to keep personal information – such as their age, email, phone, home address – out of the chat room. Click [here](#) to read more about online safety.

Once you make a positive connection, we recommend setting up an in-person interview. Check out these interview tips to help you prepare.

Step 5: Book the gig

You've found the perfect job and now you're ready to book. From the job posting, click the calendar icon to post the job to a specific date and time on your calendar. Once posted, your employer will get a calendar invite. Once they accept the invite, your job is booked!

Ollie tip: You have to actually book the job on the Ollie site to initiate reviews and add it to your online resume. Don't skip this important step!

Step 6: Do the work

This is when the magic happens. Teens helping kids. Teens helping parents. Parents helping teens. It's a beautiful thing. Make sure you give your best effort: you're building a resume and you're about to get reviewed!

Step 7: Share your experience

Once you finish the job, you will receive an invitation to review your employer. Your job is now complete, and your resume is looking better already!