**Frequently Asked Questions**

Name of clothing closet: *Purdue* *CCO Career Closet; established September 2014*

Purpose: *The Career Closet offers professional attire to students for interviews and job fairs as a lot of students come to campus without these items and/or may not be able to afford them.  The Career Closet provides a free service for these students where they can schedule an appointment with us and take up to one full professional outfit per academic year.*

Days and Hours Open: *Only during appointment hours, usually Monday-Friday, 10 a.m. to 4 p.m. during the academic year. Use BoilerConnect to see most accurate appointment availability.*

Donation Hours: *Preferred* *Monday-Friday, 10 a.m. to 4 p.m., yet will not turn donations away if someone arrives during regular business hours 8 a.m. - 5 p.m.*

Supported by (i.e., Career Center, Dean’s Office, Corporate Sponsorship, etc.): *Purdue Center for Career Opportunities*

Do you accept monetary donations and, if so, where does the money end up? *Yes, we accept monetary donations; used for size dividers for the rods in the closet, rolling racks, lights for the closet, wrinkle release sprays, men’s socks, and smaller sized items from secondhand stores, etc.*

Do students have to return the clothing? *No, items are theirs to keep at no charge*

Who operates the closet on a day to day basis?

* *Browsing the Career Closet*
	+ *The Career Closet Intern and Student Peer Assistants assist students in need with finding items in their size and showing them the dressing room*
* *Career Closet Maintenance*
	+ *Career Closet Intern and Career Closet Coordinator (staff member); Career Closet Intern sorts through the donations and organizes them according to size and item type. Any donations that do not work for the closet are donated to alternative organization on and off campus.*

On an average week, how many hours does it take to manage the closet?

* *Approximately 20 hours, divided between…*
	+ *Coordinator, assisting intern, administrative tasks*
	+ *Intern, 10-15 hours per week (daily maintenance, special projects)*
	+ *Peer Assistants, helping with appointments and helping intern with career closet marketing materials*

Items most needed:

Men’s

* Blazers/suit sizes 42 and below \*NEED
* Will take sizes 44-48
* Dress shirts sizes 16/16.5 and below \*NEED
* Dress shoes
* Belts
* ***Plain*** colored ties
* Dress pants sizes 35 and below

Women’s

* Button downs
* Blazers sizes 10 and below
* Dress shoes (no open toe)