The Job Interview and Beyond

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Agenda
- Interviewing
- Negotiating salary & benefits
- Professional etiquette & employer expectations
- Transitioning from school to work

THE INTERVIEW

Characteristics employers look for in potential employees
- Ability to communicate
- Intelligence
- Self-confidence
- Willingness to accept responsibility
- Initiative
- Leadership
- Energy level
- Imagination

Characteristics employers look for in potential employees
- Flexibility
- Interpersonal skills
- Self-knowledge
- Ability to handle conflict
- Competitiveness
- Goal achievement
- Vocational skills
- Direction

Preparation
- Know Yourself
- Know the Employer
- Know the Industry or Field
Know yourself
- What are your interests, values, and skills?
- Don’t tell the employer that you can do “anything”.
- **Adaptive** skills describe personality traits and characteristics (responsible, honest, loyal, caring).
- **Functional/Transferable** Skills are competencies that enable you to relate or transfer abilities to many situations and tasks (written communication, decision-making, planning, and organization).
- **Work Content** Skills are abilities required to perform a specific job (program in C++)

Know the employer
- Relative size in industry
- Number of plants, stores, outlets, etc.
- Organizational structure
- Array of products or services
- Competition
- Position responsibilities
- Structure of training (formal or informal)
- Typical career paths
- Opportunities for professional development
- Recruiter’s name
- Mission statement

Know the employer
- Prepare to demonstrate your knowledge of the organization (products/services, financial).
- Relate your professional interests to the position and employer needs.
- Develop questions in advance to ask about the job and organization.

Know the industry
Analyze trends that impact the industry

**S T E P**
- Social
- Technological
- Economic
- Political

Stages of an interview
- Icebreaker
- Candidate qualifications and interest in the position
- Organization and position
- Candidate questions
- Close and follow-up procedures

Nonverbal communication
- Never underestimate the power of a firm handshake!
- Eye contact should reflect active listening.
- Alert, relaxed posture is important.
- Voice tone should be warm and well-modulated, and don’t be afraid of silence.
- Gestures should be natural and non-distracting.
- Know your nervous habits and control them.
Types of interviews

- Screening interviews
- Phone interviews
- Highly structured interviews
- Group/committee interviews
- On-site interviews

Behavioral Consistency Premise

The best predictor of future behavior or performance is past behavior or performance in similar circumstances.

- The more recent the behavior, the better its predictive power.
- The more lasting the behavior, the greater the predictive power.

During the interview

- Share information about yourself using examples that demonstrate your skills, competencies, attitudes, values, and feelings.
- Use the SOAR Model to prove your job-related skills and interest in the position and organization.

Prove your skills

- Present concrete examples/stories
- Quantify by using data (percentages, volume, frequency)
- Emphasize results (increased profit, improved student scores, solved a problem)
- Link your skills to the job

Challenging interview questions

- What is your personal situation?
- What are your salary expectations?
- What are your major weaknesses?
- What are your plans for the future?
- Why should I hire you?

Questions you could ask

- What characteristics best describe the most successful individuals in this position?
- How would you describe the culture and work environment?
- What are the opportunities for professional development and advancement?
- What is a typical day (assignment) for a __________ in your organization?
- To whom does this position report?
- How will my performance be evaluated?
- What is the length and structure of training?
### Portfolios
- Contain your resume and reference letters.
- Include examples of your work.
- Use in an interview to illustrate your skills and accomplishments.
- Do not leave the original copy of your portfolio with an employer.

### Analyze the specific job situation
- Obtain a written job description
- Be prepared with questions regarding day-to-day responsibilities
- Speak with several colleagues in the department
- Ask to see the office, desk, cubicle assigned to the position
- Ask how individuals in the department communicate with each other

### After the interview
- Send thank you correspondence within 48 hours.
- Keep records of follow-up dates and tasks.
- Evaluate your performance.

### Inappropriate pre-employment inquiries
- Birthplace, nationality or ancestry
- Applicant's gender or marital status
- Race or color
- Religion or religious days observed
- Physical disabilities or handicaps
- Health or medical history
- Pregnancy, birth control, or child care

### Top 5 reasons for not getting the job
- Lack of preparation
- Lack of clear goals or direction
- Insufficient evidence of achievement
- Inability to clearly express thoughts
- Narrow relocation interest

### Interviewing tips
- Be punctual—at least ten minutes early.
- Demonstrate a positive attitude.
- Think about your responses before speaking.
- Use good posture, clear speech and direct eye contact.
- Emphasize strengths by using concrete examples.
- Keep your questions focused on key responsibilities of the job.
- Summarize your qualifications and interest in the position at the close of the interview.
### Negotiating Salary & Benefits

**Factors to consider in evaluating job opportunities**
- The Position
- The Organization
- Lifestyle
- Benefits

#### Position
- Day to day tasks; routine or project oriented?
- Degree of independence
- Opportunity to learn new skills
- Opportunity to apply academic training
- Hours: stated and expected?
- Criteria used to evaluate you
- Personalities of supervisors and colleagues
- Opportunity for travel
- Pressure and pace of work
- Social significance of position
- Fit of position with long-term goals
- Transferability of skills after 2-3 years

#### Organization
- Technologically innovative
- Quality of services
- Management style/quality
- Opportunity for advancement
- Encouragement of professional goals
- Reputation and image of organization
- Importance of department/division to organization as a whole
- Integrity/ethics/organization values

#### Lifestyle
- Cost of living
- Proximity to family and friends
- Commuting distance/costs
- Recreational/cultural opportunities
- Employment opportunities for partner
- Long-term professional and personal prospects for self, partner, children

#### Benefits
- Paid vacation/holiday
- Office space
- Laptop/personal computer
- Retirement/401K
- Commuting expenses/parking
- Educational reimbursement
- Incentive savings
- Section 125 plan
- Life insurance
- Dental insurance
- Optical insurance
- Disability insurance
- Sick and/or personal leave
- Flextime
- Moving/relocation costs
- Child care expenses
- Maternity/paternity leave
- Recreation facilities
Salary negotiation

- Research salary information before you begin interviewing
- Enter the salary negotiation portion of your interview with a firm understanding of your skills and what they are worth
- Factor the entire compensation package
- Negotiation usually begins once employer expresses interest, but you have not said “yes”

Salary negotiation

- Remember: Ask too much and you don’t get the offer, ask too little and you regret it for years.
- All jobs have an approved salary range attached to them. Come up with three numbers:
  1. What’s the least you need to keep food on the table?
  2. What’s fair considering your profession, experience and location?
  3. What’s the offer that will make you drop dead and go to heaven on the spot?
- Now discard the bottom figure, that’s for your eyes only, and you now have a salary range from which to start.

Salary negotiation

- "I naturally want to make as much as my skills and background will justify. I feel qualified to make a success of this job because of A, B, C and D. I feel sure you will make me a fair offer. By the way, what is the salary range for this position?"
- There’s a 50/50 s/he will tell you. If so, reply with your salary range and the comment that you clearly have something to talk about. If the employer won’t divulge the range, don’t box yourself in with a single figure, instead offer the range from your mid point to your high point. This maximizes chances of “clicking into” the employers approved salary range.
- You can always negotiate downwards, but it is much harder to negotiate up. If the question comes before you understand the job, say so and give your range, don’t get nailed to a single figure.

Resources for salary information

- Salary.com
- PayScale.com
- Jobstar.org
- Indeed.com
- HomeFair.com

Final thoughts

- Strive to get the best job offers from the best employers, but remember to temper everything you do with a realistic vision of what to really expect -- in the job-hunt and in getting job offers.

PROFESSIONAL ETIQUETTE AND EMPLOYER EXPECTATIONS

Dress for Success
**Appearance**

“Your personal message is delivered in 5 seconds. Clothing sends one such message. It is a message of status, personality, character, refinement, discernment, and success...your visual resume.”

— Casperson, *Power Etiquette*

**Notables for Men**
- Hair stylish and groomed – long hair usually not appropriate
- No facial hair preferred
- Nails clean and manicured
- Shirts; long-sleeved
- Ties conform to the time-conservative
- Suits stylish, not trendy
- Belts and shoes match
- Socks match the suit
- Jewelry: watch, wedding band, signet ring
- Traditional lined trench coat

**Notables for Women**
- Hair neat looking, simple style; long hair should be pulled away from face
- Tasteful, neutral makeup
- Nails manicured and neutral nail polish
- Dresses and suits stylish, not trendy-skirts just above the knee
- Fabrics conservative in color and texture
- Medium to small handbag, OR briefcase
- All matching accessories
- Always wear hose
- Jewelry worn sparingly
- Don’t wear anything too revealing
- Lined traditional trench coat

**Dress for success**

What to (or not) wear....

Click on the photo to see our lifestyle and style comments.

1  2  3  4  5  6  7  8  9  10
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Tips for women and men
- Wear the best quality clothing you can afford
- Wear clean, polished shoes
- Maintain clean, well-manicured nails
- Little or no fragrance is best - wear deodorant
- Hair should be clean and well-groomed
- Clothing should fit well
- Stick with classic, professional attire - no loud or distracting patterns and colors
- No tattoos should be visible - facial piercings should be removed

How to dress ‘business casual’
- Wear neat, clean, unwrinkled clothing
- Clothing should fit well and be up-to-date and in good condition
- Choose comfortable but not sloppy attire
- A casual collared shirt and khaki pants are a safe fall back for men
- A nice shirt and slacks are appropriate for women
- Never wear sneakers or boots
- If unsure, ask the event’s host what to wear

Business casual

PROFESSIONAL ETIQUETTE AND EMPLOYER EXPECTATIONS

Business protocol

Professional Presence
“The goal of good etiquette is to bring out the best in the people you encounter and make them feel comfortable in your presence.”

-Polished Professional

First impressions...
- Greetings and farewells
- Attitude
- Positive body language
- Personal grooming
- Shaking hands
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Use proper protocol for introductions
- Shake hands and maintain eye contact
- Rise from your seat
- Remember names (repetition helps)
- Use appropriate titles to address people
- Men are introduced to women
- Younger individuals are introduced to senior individuals
- Unofficial people are introduced to people with titles

Appropriate body language
- Shake hands firmly, but not roughly
- Keep eye contact and smile (in the American culture)
- Follow your host’s lead
- Maintain good posture whether seated or standing
- Do not sit down until invited to do so
- Exude confidence but not arrogance

Electronic communication
- Telephone
- Email

Cross-cultural etiquette
- Preparing for the trip
- Greeting people
- Establishing relationship
- Eating and gift giving
- Gender issues

Additional business etiquette
- Be prompt or early for appointments and interviews
- Follow up with a thank you note or letter
- Listen intently when others are speaking
- Be professional inside and out of the office
- Maintain a positive attitude and never speak ill of individuals or companies
- Be courteous to everyone (including receptionist!)
- Return calls promptly

PROFESSIONAL ETIQUETTE AND EMPLOYER EXPECTATIONS

Dining etiquette
Meal manners: 3 simple rules

1. Food to the left
2. Drinks to the right
3. Utensils from the outside in

Table manners

- Place the napkin in your lap
- Use silverware from the outside in
- Don’t speak with food in your mouth
- Follow your host’s lead
- Keep elbows close to the body and off the table
- Transfer butter to a plate, not directly onto the food item

Table manners

- Drink alcohol moderately, if at all
- Eat slowly and take moderately sized bites
- Once used, silverware should not touch the table. No “gangplanks” from plate to table.
- When finished with your meal, place silverware in the plate’s center with handles at the 4:00 position
- When leaving the table briefly, place the napkin in your chair

TRANSITIONING FROM SCHOOL TO WORK

Work Ethic

- Be on time
- Focus on work
- Gossiping
- Facebook, Twitter, social media
- Cell Phones
- Texting, IM
- iPods
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**Reality check: Top 10**

10. Sleep will no longer be a commodity; it becomes a necessity!
9. The freedom to create your own schedule becomes obsolete
8. Continuous messaging becomes a thing of the past
7. Practice your time management skills
6. Maintain your independence while becoming a team player

**Reality check: Top 10**

5. Dress for success
4. Play nice with others
3. Finance 101 goes beyond the classroom
2. Learning doesn’t end after college
1. Adopt a positive attitude

Please complete an evaluation.

**THANK YOU!**

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