



Career Development

Interviewing

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Essential Pre-Interview Preparation

- **Know what you have to offer.** Are you able to articulate your strengths, weaknesses and career goals? What have you learned from previous experiences and how does this relate to the position for which you're applying for? Do you know what you offer to a prospective employer and what makes you a strong candidate?
- **Know the position.** If you have not been given a position description, request one from the organization. What qualifications are they seeking? What particular strengths are they looking for in a candidate? Do you possess these? If so, make sure you highlight this during the interview by providing examples.
- **Know the organization.** Do your research. Spend time exploring the organization's website and/or informational literature. What is their mission/vision statement? What is the primary population they serve? Employers will expect you to know some background information on their organization, so be ready.
- **Know logistics.** Confirm schedule, interviewer(s) name(s), date, time, and location. Do you know how to get there/where to park? Will there be one interviewer or several? Will it be an hour long or all day?

PRACTICE MAKES PERFECT!

Take advantage of the Mock Interview service through Career Development. You will be asked a list of general interview questions and a Career Counselor will provide you with feedback on your performance and suggested areas for improvement. Don't let your first interview experience be with the interviewing committee.

What to Bring with You

- Extra copies of your resume (3-5 copies on neutral-colored resume paper).
- Typed list of at least 3 professional and/or academic references.
- Approximately 5-7 typed questions you would like to ask of your interviewer(s).
- Professional-style portfolio or binder that contains a pen and paper (available in the University Bookstore).
- Portfolio (can be online) which showcases your past experience (if appropriate).

First Impressions

- **Arrive early.** You should arrive at your interviewing destination approximately 20 minutes early. This should give you some time to organize your thoughts and observe the working environment.
- **Firm handshake.** Always extend a firm handshake to your interviewers. It's very important!
- **Eye contact.** This shows confidence and engages the interviewer.
- **Smile.** Attitude matters! You want to come across as enthusiastic, friendly and approachable.
- **Dress appropriately.** The importance of appearance cannot be overemphasized. Some interviewers say that they form their opinion of a candidate within the first minute of the interview.

More on Proper Attire:

Typical interview attire includes a well-tailored professional suit (depending on the type of organization). Better materials look nicer and wear longer. Whatever you decide to wear, be sure it is clean, neatly pressed, and well tailored to you. It is always safe to be on the conservative side.

The following page is a quick guide to a conservative, well-put together business outfit. Remember to research the proper attire; many companies may be more or less conservative than this.

WOMEN

- Pant suit (preferably in a dark color), which includes tailored pants and jacket, and solid (or subtle patterned) blouse/top.
- Skirt suit (preferably in a dark color), which includes knee-length skirt, tailored jacket, and solid (or subtle patterned) blouse/top.
- Closed toed shoes with no more than 1-2 inch heels.
- Minimal jewelry (rings, bracelets, or necklaces) nothing that dangles/ makes noise.
- Small to medium size purse.
- Subtle make-up and avoid perfumes.



MEN

- A black, dark gray or navy (solid color or conservative pinstripes) suit.
- White or light colored dress shirt and with a white undershirt underneath and conservative tie (no bowties, bright colors, or bold patterns).
- Dark, polished shoes and matching socks.
- Make sure you are well trimmed and groomed (hair, beard, goatees, sideburns).
- Avoid cologne.

Interview Formats

Screening Interviews:

- Used when a company is considering you for a full round of interviews or when companies want to screen people quickly. The interviewer can often determine whether he/she wants to meet with you in person.
- Can be over the phone or in person.
- Interviewers generally ask about technical competencies and open-ended questions to assess personality and potential fit with the company. Sell your personality!

Board Interviews:

- Two or more people interview you simultaneously, usually taking turns in questioning.
- Each interviewer may have his/her own separate agenda and the only person really listening to your answer may be the person who asked the question.
- Make eye contact with each of the interviewers at the table.

Series Interviews:

- Consecutive interviews (in one day) with several people in an organization. You may interview with someone from personnel, your potential boss, and potential co-workers.

Group Interviewing:

- Employers sometimes benefit most from doing a group interview which can include both multiple interviewers and multiple candidates.
- Listen closely and stay engaged in what both the interviewer(s) and other candidates are saying.
- Do not monopolize the conversation but be assertive in getting your answers voiced. Speak confidently.

Phone Interviews

Phone interviews are commonly used for screening. They require just as much prep time regular interviews, so keep these tips in mind as you plan ahead:

Have your information in front of you:

Unlike during an in-person interview, it's perfectly acceptable to have information available to you while on the phone with a potential employer. Things you may want to have out:

- Resume, list of accomplishments/strengths.
- Job description, company website.
- Questions to ask the employer at the end of the interview.
- Write down the name of person(s) you are interviewing with.
- **DON'T:** Read word-for-word off prepared answers.

Minimize distractions:

- Plan ahead you so can make sure you will be in a quiet room where you know you will not be interrupted.
- Make sure you turn off music, TV, etc.
- No eating, drinking, or gum chewing.
- If possible use a landline, if not, make sure you have good cell phone service and enough battery power.

Dress the part:

While some people prefer to be comfortable while on a phone interview, it may be a good idea to think about dressing-up. You may find that "dressing the part" gives you the feeling of being a professional.

During the interview:

- Make sure you can hear everyone on the other line...if you cannot, let the interviewer(s) know or politely ask them to speak up
- If you need a second to think about your answer...ask for it! It's better to ask for time, compose yourself, and then answer the question than to start rambling
- Introduce your answer in parts. This will help keep your answer on track and let the interviewer know when you are done: -"First....Second....and Lastly...."
- Phone interviews are tricky because you cannot gage the interviewers non-verbal communication (are they smiling, nodding, looking bored, etc.). This makes it all the more important to have well-thought out and concise answers. Phone interviews are not the time to ramble or lose focus on the question.
- Smiling counts! Even though interviewers cannot see you, smiling over the phone is still important and can be sensed by the interviewer.

Video Interviews

In addition to phone and in-person interviews, it is becoming more common for companies to conduct interviews using programs such as Skype. Video interviews takes just as much time and effort as a traditional interview:

- Understand how to use the video program and do multiple trial runs with family or friends first.
- Dress professionally, just like you would for an in-person interview.
- Conduct the interview in a clean, clutter-free space with proper lighting.
- Clear the area of any potential distractions (cell phone, roommates, pets, etc.).
- Look at the camera during the interview, not the computer screen. Set the camera up so the employer sees some of the background behind you, not just your face.
- Speak clearly and at a pace that is a little slower than normal. Avoid fillers (like, umm, ahh, uhh).

Strategies for Success

KNOW YOURSELF

Interviewing is all about communicating who you are and what you bring to the table. Be able to convey your strengths and how they relate to the position

DO YOUR RESEARCH

Companies will expect you to have researched the organization and thoroughly reviewed the job description. Failing to do this shows a lack of commitment.

BE SPECIFIC

Make sure your answers are clear, articulate, and concise. Answer the interviewer's questions using specific examples from past experiences.

KNOW WHAT YOUR ACTIONS ARE SAYING

Pay attention to your non-verbal cues and fillers. Do NOT fidget, slouch, chew gum, avoid eye contact or use fillers such as 'like' or 'um'.

CREATE YOUR ELEVATOR SPEECH

Prepare your 30-second introduction: keeping it related to your accomplishments, interest in the position, and strengths.

PREPARE QUESTIONS

Always ask questions of your interviewer(s) at the end. Avoid asking questions about salary during first interview. Ask what the next step of the process is.

LOOK THE PART

First impression matter and your attire speaks volumes about you before you even say a word. Keep it professional, conservative, and clean.

GOOD ATTITUDE

Smile. Talk with enthusiasm. Do not speak negatively about anyone (including past employers). Remember they want to know you will be pleasurable to work with.

SILENCE IS OKAY

It's okay to take a moment to think about your answer rather than blurting something out prematurely. Take a breath, a small amount of silence is okay.

SAY THANK YOU

Be appreciative of everyone involved in the interview process. Send a follow-up that reiterates your interest and thanks the interviewer for their time.

PRACTICE!

Interviewing, like learning to play a sport or instrument, gets better and easier when you dedicated time to practice. Schedule a mock interview with CD staff.

STAY POSITIVE

Some interviews will go great and others will not. It is important to learn from each experience and stay positive with your job search even in the face of rejection.

General Interview Questions: All Majors

Below is a sample list of common interview questions. Remember knowing your strengths and researching the company are imperative in answering interview question.

Introduction/General

- Why did you choose the college you attended?
- Why did you choose your major?
- What are your major strengths/weaknesses?
- What are your career goals? Short term and long term?
- What is your most significant accomplishment?
- Tell me what you have learned from your previous work experience.
- What would a past supervisor say about you as an employee?
- What qualifications do you have that will make you successful in this position?

Position Specific

- Why are you interested in this position and/or organization?
- Why do you want a career in this field?
- What are you hoping to gain and learn from the position?
- What differentiates this organization from other organizations you are interviewing with?
- What are the greatest challenges you think the industry is facing?
- What do you believe you will accomplish in your first month in this position?

Leadership

- Walk me through your resume. Tell me a little more about each of your leadership experiences.
- What would you say were the most important responsibilities in your most recent leadership roles?
- What has been the most difficult project you've tackled in your academics or leadership roles?
- How do you gain the respect and trust of co-workers?

Communication

- How would you describe your communication skills?
- How would you rate your writing abilities? Listening skills? What have you done to improve them?

Critical Thinking

- What is the toughest decision you have ever made?
- How would you describe your approach to problem solving?

Interpersonal/Teamwork Abilities

- Are you at your best when working alone or in a group?
- How do you determine the role you play in a group?
- What makes you most effective with people? What kinds of people do you find most challenging?
- Discuss what type of team member you are – what role do you play when working with others?

Conclusion

- What makes you stand out over other candidates? Why should we hire you?
- What questions do you have for us?

How to Answer Common Questions:

Tell me about yourself. A common opener, this is an invitation to “sell yourself.” Develop a brief summary of your background and qualifications for the position, and then lead into your interest to work for the organization.

What do you know about our organization? Let your answer show that you have taken the time to do research, but don't be a know-it-all. “I've investigated a number of companies and yours interests me for these reasons...”

Why do you want to work for us? Your research should include learning enough about the company to answer this question in regard to their interests.

What are your 2 greatest strengths? You should be well versed and confident in speaking about your strengths. Be sure to explain your strengths and know how they relate to the position.

What are your weaknesses? You are not expected to be perfect. However, you should be able to think critically about areas that need improvement. Speak about how you manage your weakness or how you are attempting to improve. This is often a hard question for people to answer but it is an easy question to prepare for beforehand.

What can you do for us that someone else can't? Toot your own horn and be confident when answering this question. Use your experience as ammunition to create a favorable impression.

Why should we hire you? Talk about your experience/classes/internships, etc. and talk about what you can do for the company.

How long would it take you to make a meaningful contribution to our company? Be realistic. Don't promise the world too soon. Let them know that you would be ready to pull your own weight from the first day, and that you would be ready and willing to learn anything to help make a contribution as soon as possible.

What are your long-range goals? Relate your goals to the company. "In a firm like yours, I would like to..." or "I could see myself..." You want to demonstrate interest in your particular career field.

Behavioral Interviewing: All Majors

These types of questions are based on the idea your actions in past situations are a good predictor of how you will behave in similar situations in the future. The key to answering a behavioral-based question is to use specific examples from past experiences. These questions are often related to skills such as:

- Creativity, Critical thinking, Teamwork, Decision-making, Flexibility, Leadership, Communication

Examples of Behavioral Interview Questions:

Tell me about a time when you ...

- Worked effectively under pressure.
- Handled a difficult situation with a co-worker.
- Were creative in solving a problem.
- Had to make an important decision with limited facts.
- Had to deal with an irate customer.
- Took it upon yourself to accomplish a task on the job, without being asked.

Describe a situation where you...

- Worked on multiple assignments during one time.
- Taught a concept to a peer, co-worker, or other person.
- Disagreed with a supervisor.
- Performed cooperatively as a team member. What was your role?
- Completed an assignment or project but the end result did not turn out as you expected.
- Worked under minimal supervision.

Preparation is the key to answering behavioral-based questions

- Make a list of skills or experiences which are relevant to the position being sought. Use materials from the employer and the job (job description, company reports, research, etc.).
- Think about situations that reflect those skills. Come up with 5-6 stories from college, class projects, jobs, internships, volunteer activities, and hobbies that showcase a time when you excelled in that area
- Some questions may be asking for a result that did not go as planned or a situation that was challenging.
 - Make sure you have stories that focus on these situations BUT be able to speak about what you learned from it or how you would do it differently in the future.

SAR Approach to Answering Behavioral Questions

Situation You Were In

Describe the situation that you were in or the task that you needed to accomplish. Be sure to give enough detail for the interviewer to understand, but not a tedious amount of background information. This situation can be from a previous job, from a volunteer experience, or any relevant event.

Action You Took

Describe the action you took and be sure to keep the focus on you. Even if you are discussing a group project or effort, describe what you did – not the efforts of the team. Don't tell what you might do, tell what you did. Be specific.

Results You Achieved

Specific, tangible conclusion that completes the picture. What happened? What results followed due to your actions? What did you accomplish? What did you learn about yourself?

EXAMPLE: Tell me about a time when you displayed initiative in a work situation?

Situation: Advertising revenue was falling off for my college newspaper, *The Gwynmercian*, and large numbers of long-term advertisers were not renewing contracts. I needed to find a way to increase ad sales.

Action: I designed a new promotional packet to go with the rate sheet and compared the benefits of *The Gwynmercian* circulation with other ad media in the area. I also set up a special training session for the account executives with a School of Business Administration professor who discussed competitive selling strategies.

Result: We signed contracts with 15 former advertisers for ads and five for special supplements. We increased our new advertisers by 20 percent [quantity is always good] over the same period last year. From this situation I learned...

Potential Questions for you to ask the employer: All Majors

Asking questions demonstrates your interest in the position and organization, so do your homework and don't ask questions which you could have easily researched before the interview. You can write the questions down ahead of time in a portfolio or binder that you will take to the interview with you.

- What are the company's strengths and weaknesses compared to its competition?
- What do you enjoy most about working for this organization?
- What is the organization's plan for the next five years, and how does this department fit in?
- Could you explain your organizational structure?
- How will my leadership responsibilities and performance be measured? By whom?
- Do you provide any training for new hires?
- Could you describe your company's management style and the type of employee who fits well with it?

- What is the company's policy on providing professional development seminars, workshops, and training?
- What particular computer equipment and software do you use?
- Who will review my performance? How often?
- Can you describe an ideal employee?
- How would you describe your organization's corporate culture?
- What would you hope for the new hire to accomplish after the first 2 months in the position?
- Also, be sure to find out about the next steps: What are the next steps in the hiring process? When can I expect to hear from you with a hiring decision? Is there any additional information you need from me?

Sample Interview Questions for Teachers

General questions

- Tell me about yourself.
- From your experience please identify your major strengths.
- On the other hand, what would you identify as your weaknesses?
- What/who influenced you the most to become a teacher?
- How have your past experiences prepared you for teaching?
- What attributes are common to good teaching?
- What is your philosophy of teaching?
- What do you enjoy most/least about working with young people?
- Through your teaching, do you think students can be changed?
- What issues in education are of greatest concern to you? Why?
- What are some of the greatest challenges of being an educator?
- What do you feel are the most important things students learn in your classroom?
- Describe your ideal classroom.
- How should a student's educational achievement progress be measured?
- Why should this district hire you?

Behavioral questions

- Tell me about your student teaching/internship experience(s). What kind of problems did you have and how did you resolve them?
- How would you handle a student who refuses to work in your class or do what you ask?
- A student is consistently late for class. How would you handle this situation?
- Some students always finish their assignments early. How should they spend the free time?
- Describe a teaching strategy you used to maximize the learning potential of all students.
- Define cooperative learning and give an example of how you have used it.
- Would you rather teach the slow learner or the advanced learner? Why?
- How do you teach to low achievers?
- How would you work with a mainstreamed learning disabled student?
- How do you reinforce major ideas or concepts that you want students to learn?
- How will you determine if students are learning? What evaluation techniques do you use?
- What are the three most important strengths you possess that will make you a successful teacher?
- Give an example of things that you discovered about yourself while student teaching?

Discipline and organization

- What is your philosophy of discipline?
- How do you keep students on task?
- Who should be responsible for the discipline in your school?
- What classroom management techniques did you use? How effective have they been for you?
- How do you handle discipline problems? What is the most difficult aspect of discipline for you?
- How would you handle a student who has a consistent behavioral problem?

- When do you use the principal to help with discipline?
- What rules do you have for your classroom?
- What do you consider to be the proper classroom atmosphere for learning?
- What is your attitude toward individual vs. total class punishment?

Student-centered

- What kind of relationship do you have with your students?
- What three words would your students use to describe you?
- How do you show your students that you understand them and their frustrations?
- How do you reinforce self-esteem in students?
- Are you the kind of person children and adults confide in?
- Describe your ability to listen and be responsive. Can you give me an example?
- How do you make students feel at ease around you, while still respecting you?
- Is it appropriate to tell your class that you are angry with them?

Motivation

- How do you motivate students?
- What are several effective ways to motivate students toward active participation?
- How do you think your students would describe you?
- Tell me how you expect to personally motivate children.
- If I walked in to observe your classroom, what activities might I see going on?

Curriculum

- Describe how you conduct a lesson. Describe the components of an effective lesson plan.
- How would you individualize the learning process in your classroom?
- What goals do you hope to achieve in your subject?
- What are some of the more worthwhile innovations presently taking place in your subject area?
- If you could develop a curriculum for your subject, on what would you place emphasis? Why?
- Did you recommend any curricular changes/ suggest innovations in you last school?
- What can you do to improve learning opportunities for children in your subject area?

Evaluation

- What goals might you set for your classes next year?
- On what criteria do you believe you should be evaluated?
- If you disagree with an evaluation what will you do?
- What criteria do you use in evaluating your students?

Staff relations

- What do you expect from your supervisor?
- What qualities would you like to have in your principal?
- What are some personality characteristics you find undesirable in people?
- What communication skills do you possess to get along with people?
- You believe that a change in the curriculum would be beneficial. How would you make the change?
- How would you use teacher aides and parent volunteers?

Community/parent relations

- Is it important that you live in the school division? Why?
- If a parent said you were unfair, what would you do?
- How often and when do you think it is important to communicate with a student's parents?
- How do you involve parents in the learning process?

Professional development

- What is the most exciting initiative happening in your area of education today?

- What books/journal articles have you read in the last six months/year?
- Do you plan to continue your education/seek an advanced degree?

Career goals

- What two or three things did you like least/most about your last job?
- What are your personal five-year goals?
- What do you want to accomplish in your profession?
- By the end of next school year, what major goal would you like to have accomplished?

Sample Interview Questions for Nursing and Health Professions

- Tell me about yourself?
- Why did you become a _____?
- How many years of experience do you have?
- Where did you get your training?
- What certifications do you have?
- What are your strengths?
- What is your greatest weakness?
- How do you handle stress?
- Why did you choose (ER, OR, ICU, LTC, FNP, or other healthcare specialty)?
- What do you like to do in your free time?
- What do you know about our hospital?
- What do you know about our community?
- Why would you like to work for us?
- Describe your perfect job.
- What is most important to you in a job?
- What would you like to be doing in five years?
- Have you ever been fired or asked to resign?
- Would you have any concerns if we did a background check on you?
- What would we find if we did a background check?
- Why did you leave your last job?
- What have you been doing since you've been out of work?
- Are you prepared to relocate?
- What kind of recommendations will you get from previous employers?
- Describe your relationship with your last three managers or administrators.
- What qualities do you admire most in people?
- What kind of managers do you like the most? The least? Why?
- Tell me about a time in which you had to handle an irate physician, co-worker, or patient. How did you handle it and what were the results?
- What are your most important career accomplishments?
- Describe a difficult decision you've made and the process you went through to reach that decision.
- Why should I hire you?
- What can you offer us that someone else can't?
- How long would you stay if we offered you this position?
- What nursing organizations do you belong to?
- What journals do you read?

- How do you stay current in your practice?
- How would you describe your skills as a team player?
- How will you deal with difficult doctors?
- How will you deal with difficult patients and/or their families?
- How will you handle unexpected circumstances, such as being short staffed and having to perform a treatment you have not done before?

Questions to ask Employers: Nursing and Health Professions

Orientation and Training

- What is the level and depth of orientation?
- Will more orientation time be granted if I feel I need it?
- Will my orientation take place during the shift I will be working?
- Is there a mentorship program?
- What are your expectations of new hires during their first six months on the job?

Working Environment

- What is the _____-to-patient ratio?
- How long are your shifts -- eight, 10 or 12 hours?
- How do you go about scheduling?
- Is self-scheduling an option, or does someone else dictate the schedule?
- How long has most staff been on the unit?
- Will I be on call if I accept this position? If so, what are the conditions/requirements of on-call duty?

Management and Administration

- How would you describe your management style?
- How do you motivate employees?
- How do you demonstrate that you value your nursing staff?
- How much autonomy do you give your nurses to make decisions regarding patient care?
- How often do you conduct performance reviews?
- Is the administration open to suggestions that would improve patient care?
- What challenges is this facility facing?
- What have been this unit's most notable successes and failures over the year?
- What are nurses' biggest challenges at this facility?
- What makes this facility unique among others in this region?
- What steps do you take to ensure safe working conditions?
- What are your plans for future growth?
- What professional development opportunities are available?

An Offer in Hand:

- What is the salary?
- Is special compensation awarded for overtime?
- What is the differential for second-shift, third-shift and weekend work?
- What is the benefits package?
- Do you offer other incentives, such as paid journal subscriptions or scholarships for dependents?
- Do you provide financial support for continuing education?
- Are grants available for ongoing education?
- Are there special incentives for bilingual nurses?
- Is there room for advancement? What is the career path?
- How do you reward employees for exceptional work?

Salary Negotiation

Salary is a challenging subject and must be handled with finesse. Do not wait to address the issue until the end of the interview process. This should not be a question asked during the initial interview.

If the interviewer raises the issue you should be prepared to speak about salary expectations. For example:

What do you feel this position should pay? Before the interview find out what the range of mean, low, and high salary is for the position you are driving towards. Identify the average pay ranges for:

- Other companies in their industry.
- Professionals with your level of experience and education.
- Professionals in your field in their area of the country.

Based upon the reasonable range that you identified in your preparation, answer with “I know that the standard range for this type of position is \$_____ to \$_____.”

A few things to keep in mind:

- Salaries, with the exception of most entry-level positions, are negotiable.
- The employer only wants to pay the minimum the employee will accept.
- Salary has more importance than most consider. It’s an indicator of your worth to others and also influences future raises and income.
- Benefits can be an important consideration and should be used to compare offers. This includes items such as: healthcare coverage, life insurance, tuition reimbursement, paid time off, and retirement plans.

The Negotiation Process

Try to let the employer bring up the subject. When it is time to address the issue, let the employer suggest the first figure. This puts you in a much better position for negotiating a higher salary without over-reaching the amount the employer is willing to offer. After the employer gives his/her figure, you essentially have three choices:

- 1. Simply accept the figure** - Choosing this option may show that you are desperate for the job.
- 2. Ask if you may take some time to consider the offer** –You may ask the employer if you may take up to 48 hours to “sleep” on the offer. During this time, you should take into consideration if the offer is reasonable for the amount of work involved, if you can do better elsewhere, and if you can afford to live on the salary. If you have other offers, now is the time to follow up those and let them know that they are not the only ones considering you.
- 3. Negotiate for a higher figure** - Establish a range within the employer’s initial offer, but slightly higher. You may say something like, “Through my research, I found that a proper salary for a person with my qualifications is in the range of \$33 – 38,000. Could we find a compromise in that range?” Justify this range by reiterating the importance of the position, the duties of the position, and your qualifications for it. Keep in mind:
 - If there is a certain job that you would really like to accept, but they can’t offer you the salary that you need, you should try negotiating for extra benefits such as flex time, extended paid vacation, or higher percentage of insurance costs shared by the company.
 - If you come to the point where you do want the job, but the employer cannot currently offer you more money or benefits, you can try to negotiate for a re-negotiation after three or six months. At that time, the employer will have seen that you are going to be a great asset to the company and will be more interested in investing more of his/her money in you.

For additional resources go to: www.salary.com, www.bls.gov/ooh/, www.glassdoor.com, www.quintcareers.com/salary_negotiation.html, www.payscale.com/

Job Offers

Before you accept or decline an offer, there are several factors to assess. While some may weigh more heavily than others, it is important to think about an offer before making a decision. If offered a job, it is standard to ask the employer for a day or two to think it over.

JOB-RELATED CONSIDERATIONS

- On-the-job training
- Promotion and advancement potential
- Degree of autonomy and teamwork
- Support of continuing education
- Stability of the organization/industry
- Transferability of skills/experience
- Supervisor and co-workers
- Professional development
- Reputation of the organization
- Evaluation of your work

GEOGRAPHIC CONSIDERATIONS

- Location/community type and size
- Cultural/recreational opportunities
- Availability/cost of housing
- Proximity to family/friends

MONETARY CONSIDERATIONS

- Starting salary
- Benefits package
- Bonuses/commissions
- Potential salary
- Cost-of-living

LIFE-STYLE CONSIDERATIONS

- Working conditions
- Commuting to work
- Dress code
- Work schedule
- Work – Life Balance
- Travel requirements

OTHER TIPS

- If an offer is extended verbally, ask for it and the details in writing, including job title, starting date, salary, location, and any other important information. If anything appears vague, ask for clarification before accepting the offer.
- If it sounds too good to be true, investigate.
- Make your acceptance in writing, restating the important details.
- If you are going to reject the offer, do so in writing as soon as possible. Thank them for their confidence in you...don't burn any bridges.
- Accepting or not, always follow up with appropriate thank you notes.
- It is unethical to accept a job offer and continue actively seeking until a better offer comes along.
- It is generally acceptable to ask an employer for a few days to think over the job offer.

After the Interview

Take time after interview to process how it went. Write down things you did well or struggled with. For example, you may have liked how you answered a certain question or perhaps you received a challenging question that you had never before been asked. Evaluating your interview will help you prepare for future interviews.

Send a Thank You

Always send a thank-you note after an interview. A good thank-you should reinforce your interest in both the position and the organization (send within 24 hours of the interview). Focus on the fact that you feel it's a good match and support that by identifying at least one item you really connected on in the interview.

Writing thank you notes to each person you interviewed with at a particular organization is common courtesy, and it might help you stand out over other candidates. Make sure your letter is well-written and free of spelling and grammar mistakes. **Sample Thank You Letter:**

Mr. Mark Foster
Director, Editorial Services
Atlantic Publishing
111 Main Street
Lansdale, PA 19446

Dear Mr. Foster:

I want to thank you for interviewing me yesterday for the Associate Editor position at Atlantic Publishing. I enjoyed meeting you and learning more about your publications. My enthusiasm for the position and my interest in working for Atlantic Publishing were strengthened as a result of the interview. I think my education and internship experience fit nicely with the job requirements, and I am sure that I could make a significant contribution to the firm over time.

I want to reiterate my strong interest in the position, and in working with you and your staff. Please feel free to contact me at 999-111-2222 or doe.j@gmercyu.edu if I can provide you with any additional information. Again thank you for the interview and your consideration.

Sincerely,

John Doe

Follow-Up

If you do not hear anything from the employer after the interview is over be sure to follow-up with them. You should wait 7-10 days or until the date has passed that they said they would follow up with you regarding a decision or next step. A phone call or email checking in on your status will show you are still interested in the position. This is a vital but often forgotten step in the interview process.

Practice Interview

For help preparing for an interview, or to schedule a mock interview, contact Career Development.