

ADVANCED INTERVIEWING

This information focuses on the second interview, on-site interview, and how to negotiate a job offer. An assumption is made that individuals reading this information already possess basic interviewing skills or knowledge. If you need basic interviewing information, it is recommended that you attend our Basic Interviewing Techniques seminar which includes these topics: types of interviews, phases of the interview, interview questions, preparing for the interview, phone interviews, video interviews, special circumstances, and reasons for rejection.

DIFFERENCES BETWEEN ON-CAMPUS INTERVIEWS and ON-SITE INTERVIEWS

On-campus interviewers usually have formal training in interviewing techniques and conduct interviews in a formal manner. On-site visits may include people who have minimal, if any, formal training in interviewing. On-site interviews tend to involve meeting with employees, potential co-workers, supervisors, and subordinates. You may also meet with the hiring manager who is a major decision-maker in the process. On-site interviewers may be more subjective in their evaluations since they do not have formal training. A candidate must be very careful about what they say and how they present themselves verbally and nonverbally during the interview. Be flexible—you don't know where the interview may lead!

Common On-Campus Hiring Questions

1. What job does the candidate want?
2. Can the candidate do the job?
3. Will the candidate do the job?
4. Will the person be compatible with the existing team and work well in the organization's culture?

Common On-Site Interview Questions

On-site interviews will focus on answering the four questions listed above; however, more emphasis will probably be placed on questions #2 and #4—can you do the job and will you "fit in" with the other team members. You should come away from the on-site interview with a greater understanding about the organization. On-site interviewers are likely to run out of questions so have questions prepared when you are asked, "Do you have any questions for us?" If you do not have questions prepared, you might negatively influence your chances for securing the position because you may be perceived as uninterested. Even simple questions such as "How do you like working for ABC organization?" or "Tell me about your background and how you came to ABC?" are appropriate. Perhaps you would like to inquire more about current projects, your prospective department, direction of the organization, and professional development opportunities. Three to five good questions are adequate.

On-Site Seminars

On-site seminars are common for graduate students who will be in a research and/or academic setting or candidates who will be involved in training/consulting functions. Oftentimes, the seminar is the first contact you have at an on-site interview so it is imperative that you prepare carefully especially if you do not have extensive public speaking experience. These initial impressions will last throughout the day and the evaluation process. The question-and-answer session is a situation you must anticipate because potential colleagues will want to see how well you "think on your feet."

PREPARING FOR THE SECOND INTERVIEW and/or ON-SITE INTERVIEW

Purpose

Usually, an initial interview helps a recruiter determine if a candidate has the specific skills and behaviors necessary for success with her or his organization. The second/on-site interview is your opportunity to show that you listened and learned during the first interview by demonstrating that you have reflected upon topics discussed previously. Second interviews are often used to give an employer the opportunity to educate the candidate more about the organization. Second interviews are usually focused on a candidate's skills more so than during the first interview. Employers are looking for candidates who can explain how their abilities and experiences qualify them for the position and determine if the candidate is a "good fit" for the organization.

Most organizations are looking for a student with at least a "B" average who has been involved in campus activities. You may be evaluated based on your leadership ability, initiative, potential for learning on the job, and knowledge of/interest in working for this particular organization. Interviewers will be focusing on candidates who have more than basic information and show a genuine interest in the organization.

What to Expect

Candidates need to prepare carefully prior to a second or on-site interview. Candidates must research the organization extensively prior to a second or on-site interview. Candidates should spend time learning more about who the organization is, what they do, and what the position would entail. Ohio University alumni who work for the organization might be a good point of contact. You should research salary and benefits that would be realistic for this position and talk with friends who are also interviewing to see what their offers have been from similar organizations. Be prepared to explain how you can benefit the organization!

Items you should take with you include: a nice notepad in a leather folder, good pen, extra copies of your résumé and reference sheet, any completed application materials, teaching portfolio, portfolio or performance pieces (audio, video, live performance). A professional-looking folder with a notepad inside will allow you to write down questions before the interview, write down answers to questions you ask, and jot down observations you make during the day. A folder will give you a place to put extra résumés, reference sheets, business cards and other information the organization provides during the interview.

You must anticipate behavioral and situational questions as employers want to know how you will handle yourself in different situations.

Interviewees should expect a long day and prepare for it. Upon arrival, you will probably be met by the person with whom you interviewed previously. This person has recommended you to the organization and you can rely on her/him for help during your visit. Most organizations will provide you with a schedule, or agenda, ahead of time listing names, titles, interview times, and other important information. If you do not already have an agenda for the day, your contact person should give you one at this point and explain how your day will progress. Keep this agenda because it is helpful when writing your thank you notes. It is appropriate to ask for some idea of the number of meetings you will have and an idea for an ending time if that information has not been provided. You are likely to meet with someone who could be your colleague, someone who would be your supervisor, a human resources representative, someone you would supervise, and the director or president.

It is appropriate to ask for a 10-min. break after interviewing for two or three hours.

Another situation candidates might want to anticipate is meeting with one person who is so impressed with your qualifications that you are "shuffled" from office to office, meeting new people (even though you may not have been scheduled to meet with these individuals). Some organizations do this to see how well you handle stress.

In terms of dress, that topic is covered more in-depth in the "Basic Interviewing Techniques" seminar and accompanying handout. Dress should be conservative, plan for comfort and appearance, and take into account the climate and season. It is imperative that you are well groomed.

A meal will often be part of your interview day so brush up on dining etiquette. Certified etiquette trainers at Ohio University offer professional etiquette seminars throughout the academic year that include lunch or dinner as part of the program. We strongly encourage you to attend a dining etiquette seminar!

The end of the day may include a final conference with a representative from the human resources department or a brief meeting with your contact person. You should not expect an offer to be made at this time because the organization may not have interviewed all the candidates yet. If you do receive a verbal offer, you may wish to accept then and there, but do not be afraid to say that you are not prepared to commit at that moment. In any case, **ask for written confirmation of the terms of the offer** (including benefits, reimbursement for relocation expenses, and any other issues you may have negotiated such as start date, vacation the first year, etc.)

Travel Expenses

Since second interviews are typically held on-site, **you may have to make travel arrangements for the interview.** Most organizations will pay for your expenses, but anticipate that you may need to organize the trip yourself. Candidates need to understand how a prospective employer will handle travel expenses—some organizations may expect you to pay for everything in advance and submit a form for reimbursement during or after the interview. In this case, you need to keep original receipts and document all your expenses which could include airfare, an airport shuttle to the hotel, cab fare, a rental car, the number of miles if you drive your own car, gas expenses, meals, hotel, incidental expenses such as having a suit pressed at the hotel, parking garage expenses, and the cost of public transportation. Candidates must plan how they will get from the airport to the hotel, from the hotel to the interview—and back again. You must be ethical and honest when travel expenses are incurred for an interview because this will affect how an organization perceives you. While no organization will expect you to stay in a questionable hotel or eat poor quality food, you cannot stay in an overly-expensive room or order the most expensive item on the menu!

Candidates will also need the name, title, business address, phone number, and e-mail of the person who is either coordinating the trip/travel arrangements or the person who manages your reimbursement. The organization may reserve a hotel room for you; in this situation, you need to know in whose name the room is reserved. Candidates will need maps or descriptions of how to get to the organization, use of public transportation, or name of the person who will pick them up at the airport. **Most employers anticipate paying travel expenses, but don't hesitate to ask ahead of time how these expenses will be handled.**

Most organizations provide a schedule indicating where and with whom you will meet. Therefore, you need to make sure your travel plans allow plenty of time to arrive at your destination. Consider traveling the night before an early morning interview and staying in a hotel (even if it's at your expense). Plan how you will get to the organization and do a "dry run" the night before the interview, if possible, so you give yourself plenty of time. You should double check locations of parking garages, bus/subway stations, and other necessary details. Don't forget money for the cab, parking garage, or subway! Make sure you know how long travel time will take.

THE INTERVIEW

The second interview usually involves a series of individual interviews or you may meet with everyone on the hiring committee at one time. If you meet with the entire committee, make sure you establish eye contact not only with the person asking the question but with all individuals. Individuals should focus on certain qualities and skills which demonstrate that they are the best candidate for the position; these skills or experiences may include internship and/or work-related experiences which illustrate leadership and/or initiative. Candidates might also consider discussing positive relationships with co-workers and provide examples of their competence and compatibility with team members. As discussed earlier, your prospective peers and supervisor are concerned that you can do the job and fit in with the group. You may be asked to complete application materials during an on-site interview.

At the end of your interview, the last interviewer or your contact person should meet with you and explain the next step in the hiring process. It is appropriate to ask about the next step in the hiring process if no one addresses this issue with you.

Questions Worth Asking

Ask your prospective supervisor:

1. What would be my primary responsibilities?
2. What would I be expected to accomplish in the first six months on the job? In the first year?
3. What are some of the department's ongoing and anticipated special projects?
4. How much contact does the department and staff have with management?
5. What professional development opportunities exist?
6. How are performance appraisals handled?

Ask a prospective co-worker:

1. What do you like best/least about working for this department/organization?
2. Can you describe a typical workday in the department?
3. Do you feel free to express your ideas and concerns?
4. What are the possibilities for professional growth and promotion?
5. How much interaction do you have with superiors, colleagues, and customers?
6. Do you have the opportunity to work independently?
7. How long have you been with the organization? Does your future here seem secure?

Ask the HR Manager:

1. Are employees encouraged and given the opportunity to express their ideas and concerns?
2. What do employees seem to like best and least about the organization?
3. What is the rate of employee turnover?
4. How large is the department where the opening exists?
5. Why is the position open?
6. Does the job require travel? If so, what is the percentage of travel?
7. What are the chances of being relocated after starting the job?
8. What type of orientation or training do new employees receive?
9. How often are performance reviews given and how are they handled?
10. Who determines raises and promotions and how are these determined?
11. What are the long-range possibilities for employees in similar positions who consistently perform above expectations?
12. What employee benefits does the organization offer?

Pay Attention!

During the interview, you need to be evaluating the people with whom you interview. Issues to consider during the interview process include:

- Do the people seem happy?
- Are they enthusiastic about their work? About the organization?
- Are they friendly? Do they seem helpful?
- Do you feel welcome? Do you like the people? The management style?
- How do you feel about the facilities? The worksite?
- Does this seem like a good place to work?

AFTER THE INTERVIEW

Candidates need to **send a thank you note** to every person with whom they interviewed within 24-48 hours after the interview. Thank you notes should be brief but reiterate your interest in the position if you're truly interested. If you do not plan to pursue the job, let the interviewers know you appreciated their time and interest in your credentials. Remember: Do not burn a bridge because you never know when you may need these people as future contacts!

NEGOTIATING THE OFFER

Do not negotiate salary or benefits until an offer has been made; most firms will write or call with a decision one to two weeks after you interview. You should phone or possibly e-mail your contact person if you have not heard from an organization 10-14 days after your interview. However, **do not** act "pushy" during this phone call. A simple approach is to say, "Hello! This is _____ and I was calling to ask about the status of a hiring decision for the _____ position? It's been about _____ days since I interviewed, and I wanted to follow up."

Organizations rarely make an offer the day you interview, but if that happens, do not be afraid to say you are not prepared to commit at that moment. Some organizations will propose an "exploding offer" saying that you only have 24 hours to

decide or the offer will be rescinded. This practice is considered unethical and might warrant your reconsideration of working for that specific organization.

Negotiating an offer is like playing a game of tennis as each "player" has the ball in his or her court, makes their move, and then puts the ball in the other player's court. Negotiation can be an involved process of hitting the proverbial tennis ball back and forth! There are many, many areas open for negotiation and the following information will address some of the current issues you may want to consider in your negotiations. As you consider offers, be aware of benefits and not just salary because an excellent benefits package translates into savings for you!

SALARY

Salary negotiation often causes a great deal of stress and anxiety—especially for the new college graduate who does not have much, if any, experience with salary negotiation. Candidates must also realize that how they negotiate salary can influence a future relationship with an employer! Therefore, you should take your time to educate yourself as to the proper steps in salary negotiation. **You should never ask about salary prior to an offer.** If you need more information regarding salary negotiation than what is provided in this handout, there are many excellent job search books and web sites, which can provide more detailed information regarding the process.

When you engage in salary negotiation, be confident when you bring up the issue. Understand that if you're a new graduate, many organizations may not negotiate anything except a start date. Some employers feel you have not gained enough experience to participate in salary negotiation. However, do not assume an employer will refuse to negotiate simply because you are a new graduate. It is important that you pay attention to the recruiter in terms of body language in a face-to-face meeting or tone of voice during a telephone conversation. If you feel you should command more money, you need to justify it—point out your GPA, internship experience, or some specific skill/knowledge you possess. There is generally room for negotiation if an organization really wants you. However, understand that the status of the economy may affect how much salary you can negotiate. **It is important** to "feel out the recruiter" and find out if negotiation is part of the organizational culture. Some firms will negotiate other benefits like flex time or vacation rather than salary. No matter what you ask for, you need to do it in a nice way—you do not want to appear greedy. Make sure you are fair in your negotiations!

Students in the best position to negotiate are those who have received more than one offer and have relevant experience. You might consider tactfully mentioning the first offer to the recruiter from the second firm and explaining that you prefer to work for that employer. At this point, ask if it would be possible to negotiate salary.

In the event you are being recruited by two organizations, you should be realistic regarding salary yet not compromise too early because candidates often sell themselves short. However, it is unprofessional to use the salary offer from one organization to leverage power against the other organization(s).

It is difficult to predict when the issue of salary will come up during the interview process. The ideal time to discuss salary is after the employer has made an offer. However, some employers will ask about salary, or "compensation," before an offer is made to see how you handle the topic. An employer may ask about salary early in the interview to see what matters more to you—the job or the money. If the employer asks about salary early on, you can simply say, "I would like to learn more about the position before making a salary decision, but I will certainly consider your best offer." This statement allows you to focus your attention on the job description and assure the employer you are interested in the job—not just the money. Some employers may press you at this point and expect you to name a figure. If this occurs, give the **range** you are considering (this is why thorough research is critical).

A salary offer could be made in a variety of ways. For example, an employer might say, "We have budgeted \$35,000 for this position." You could respond with several different approaches such as:

- "Let me review the responsibilities for this position. I understand that I will be"
- "What is the budgeted range for this position?" (don't be surprised if the employer doesn't answer this)
- "What would be the range for a person with my credentials."

Try to focus on the range for the salary. An appropriate "range" is usually \$5,000-\$10,000. This is where doing your research on the internet, in the library, or networking can help you determine a fair range for the position. The Career Resource Center has a copy of the most recent NACE Salary Survey which includes salary offers for new graduates. A good web site for salary information is <http://www.salary.com> as it takes into consideration geographic location and salary range.

It is crucial that you understand your market value when negotiating salary!

If the employer says, "The range for this position is \$39,000-\$44,000" you might respond with a statement like, "I was considering positions in the \$43,000-\$48,000 range." This negotiation tactic allows you to inform a prospective employer about the bottom range you would accept. Also, the person with whom you negotiate can influence the process. For example, line managers think in terms of numbers whereas an HR representative is more experienced in negotiating. **Do not name a specific number unless you are willing to accept that figure!** As always, try to get the employer to name a range then you will have some idea about negotiating a salary that is acceptable to you.

Most employers do not intentionally slight candidates on salary because that type of behavior would encourage high employee turnover. The hiring process is long, tiresome, costly, and time consuming. This information will help you keep the negotiating process in perspective. **However, most employees are underpaid approximately \$2,000-\$5,000** so careful negotiation is imperative because the salary you accept now will influence your future earnings.

BENEFITS

Retirement and Investment Opportunities

Ask about retirement plans, stocks, profit sharing, and investment options. Sign-up for the 401(k) or similar program (educators can enroll in a 403b) as soon as you are eligible. Investment professionals recommend that you contribute the maximum amount possible—especially if the employer will match your contributions. Some organizations will match one share of stock for every share you purchase. Many of the investment opportunities are "pre-tax dollars" meaning that the deductions are taken out of your paycheck prior to taxes so you are taxed on a lower gross income. You should investigate how "portable" your retirement investments are in the event you switch careers, employers, or move to a different state. Individual Retirement Accounts (IRA's), mutual funds, and annuities are other investment opportunities. Investing early in your career allows you to have a significant and diverse portfolio by the time you retire.

Questions you need to ask when evaluating retirement and investment opportunities include: issues of eligibility, when/how/if the organization matches funds, vesting schedule (how long you have to work for that employer before you get the money they contribute), and pension plans. It is worthwhile to discuss your investment options with a personal financial planner to maximize your opportunities!

Relocation Expenses

Relocation expenses are often negotiable with organizations. General guidelines for allowable expenses are usually provided by the organization along with different payment options. You select either an option to be paid "up front" a set amount or the employer reimburses movers and storage facilities directly. Make sure you research your options because you could incur income taxes if you choose to have relocation money given to you directly.

Tuition Assistance/Reimbursement

Some organizations will assist you with tuition for continuing education classes or graduate school if the class(es) will enhance the skills you bring to the organization. Tuition assistance involves payment of a certain percentage which, depending on the employer, could range from 50%-100% at the time your bill is due. Tuition reimbursement involves your paying 100% of the bill, but the organization reimburses you a set amount that could again range from approximately 50%-100%. Some reimbursement programs are incentive based—you are reimbursed at 70% for a "C," 80% for a "B," and somewhere between 90%-100% for an "A." Some employers provide tuition assistance/reimbursement for a partner/spouse and children as well.

Special Equipment and/or Computers

Special equipment or modifications to existing equipment would be an area of negotiation for those who have disabilities and require special accommodations to perform their job duties.

Sometimes, a person will negotiate for a computer, software programs, or lab-type equipment necessary to perform their job (especially research positions) if the organization does not currently have the equipment available. If an employer promises you some type of equipment, get the promise in writing.

Flexible Time

"Flexitime" is an arrangement where you vary your workday start and stop times—within limits. An employer may require all employees to be in the office between 10 a.m. and 3 p.m., but that could mean some people come in at 6 a.m. and leave at 3 p.m. where others arrive at 9:30 a.m. and work until 6:30 p.m. This arrangement works well for organizations who recognize the problems of commuting during busy rush hours or those with family commitments.

Telecommuting

You may work from home or at an alternate worksite for part of the week checking in with the main office via telephone and computer. Some employers provide the office equipment for home use; in other cases, you cover the costs associated with telecommuting.

Life Insurance for Employees and/or Dependents

Some organizations offer life insurance for the employee and/or dependents. Life insurance may be a set amount or could depend on your salary. This insurance may be at no cost or minimal cost to the employee.

Low-Interest/No-Interest Loans

An organization may provide these financial services for employees.

Transportation

A company car may be provided, or some type of allowance/expense account, to cover commuting costs or if you have a "territory" as part of the job. In large cities, an organization may provide some financial incentive for taking mass transit.

Health Insurance

Even if you have to pay for all or part of your health insurance coverage, it's far cheaper to get insurance through an employer at group rates than to purchase it on your own. Health insurance is comparable to nontaxable income because it's taken out of your check pre-taxes. An organization spends an average of \$6,000-9,000 per employee per year on health insurance, based on information from Ohio University's Office of Human Resources (August 2005). Purchasing health insurance on your own can cost one to five times more than obtaining it through group coverage! Plus, you tend to get more comprehensive coverage if you're part of a group plan. If you were to purchase health insurance on your own, you could expect to pay around \$5,000 per year which would come out of your pocket **after** you've paid federal, state, and local taxes. The last advantage, of course, is if you get sick or have an accident, your medical treatment is covered. You may need to investigate different plans (if the employer has several) to determine which plan is best for your needs at the current time. Your needs may change greatly if you add a significant other and/or children at some point in the future so weigh your options carefully and anticipate future needs.

Health insurance in many organizations also includes mental health, dental, and vision benefits.

Disability Insurance

Some organizations will provide disability insurance which is not very expensive. Disability insurance allows some kind of income in the event you are disabled and can no longer work.

Flexible Spending Accounts or Section 125 Plans (Cafeteria Plans)

These plans let you put aside money (via a deduction from each pay) before taxes to cover various types of costs such as payment of health insurance premiums, life insurance premiums, vision care, dental care, or child/dependent care costs. Like a 401(k), this can be a handy way of trimming your tax bill. A word of caution: Research how this option functions, because

you could lose your contribution if it isn't spent within a certain amount time, if you have money remaining at the end of the fiscal year, or if you never use the money put aside and want the money returned to you.

Child Care Assistance

Some employers subsidize the cost of child care and/or offer information and referral services for day care facilities in the community. Employers might have their own facility, but there is often a waiting list so plan accordingly.

Adoption Assistance

An employer may provide various benefits if you adopt a child. These benefits might include financial assistance or maternity/paternity leave.

Domestic Partner Benefits

Domestic partner benefits allow for the extension of benefits coverage to the unmarried partner of an employee. Many organizations now offer this type of benefit for the significant other/partner of an employee.

Employee Assistance Program (EAP)

EAPs typically involve confidential counseling designed to help you resolve personal concerns that may affect job performance. These programs deal with situations such as substance abuse, depression and/or mental health issues, health problems, marital, or family problems. EAP counselors often serve as good reference people for resources available in the community. Employees who seek assistance from an EAP counselor are guaranteed confidentiality.

Paid Time Off (PTO) Bank

The concept of getting a certain number of days for vacation and a certain number of sick days each year is fading. PTO banks group various paid time off options (vacation, holiday, sick, and personal days) into one bank from which you withdraw days. You are given an allotment of days for the year which you allocate as you wish. In some instances, you may also purchase additional time off from the bank, but the number of additional days you may purchase is usually capped.

Wellness Programs

Employers want to keep you well—it cuts down on absenteeism, increases productivity, and keeps healthcare costs down. Wellness programs consist of activities and courses designed to encourage workers to adopt healthy lifestyles. Typical offerings include: smoking-cessation courses, stress-reduction courses, information on common health problems such as high blood pressure and cancer, exercise classes, nutrition counseling, and other topics. An organization may have an on-site wellness facility with reasonable rates and a variety of services (ex. Ohio University's "WellWorks" program).

Vacation and Holidays

If you're starting a new position in June or July, make sure to negotiate (or at least understand) the amount of vacation and holidays you will receive for the remainder of the calendar year or the entire first year. It may be possible to negotiate one week and paid holidays. Some new employees will need to negotiate time for vacations, honeymoons, or other trips which were planned prior to the job offer.

Meal Plans

For organizations that have their own dining facility, you may be able to eat at least one meal free each day.

EVALUATING AN OFFER

Evaluating a job offer is a delicate process and you may have many factors to evaluate—not just the salary issue. Some questions you may want to consider when evaluating an offer include:

1. What is the cost of commuting? (if this is a concern)
2. Does this position fit in with my long-term plans?
3. Would I enjoy the culture of this organization?
4. What is the organization's management style—leadership, envisioned future, open door philosophy?
5. Do the values of this organization align with my personal values?
6. Are the organization's values demonstrated in day-to-day operations?
7. Do I have a strong chance of being successful in this position?
8. Is there opportunity for promotion or is this a dead-end job?
9. What are the number of hours I will be working?
10. What am I giving up if I take this position?
11. What am I gaining if I take this position?
12. What are the exact responsibilities of this position?
13. Are there professional development opportunities?
14. What does the benefits package include? Are these benefits going to cover my needs?
15. Are relocation expenses included?
16. What will it cost for me to set up a home in this area?
17. Is the salary offered appropriate considering the cost of living in this geographic area?
18. Have I considered not only salary but the monetary value of all included benefits?
19. What type of office will I have?
20. How much will parking cost?
21. What do I want to be doing five years from now?
22. Do I really want to travel?
23. What is the future of the organization? Of the industry?
24. What are people doing who held this position before me? Are they still with this employer? If so, in what capacity?
25. Are there other job opportunities that would better meet my goals?
26. Will the organization provide me with the equipment I need to do my job?
27. Any other issues that may be of importance to you.

RESPONDING TO AN OFFER—ACCEPTING, DECLINING, OR RENEGOTIATING

When an offer is made, you need to express enthusiasm about working for this organization because you will set a positive climate for negotiation. Then, you want to ask for time to think over the offer—never accept an offer on the spot.

If you do receive a verbal offer, ask for written confirmation of the terms (benefits, reimbursement for relocation expenses, starting date, vacation time the first year, flex time, etc.). **We strongly urge you to take some time to evaluate the offer!** If you ask to postpone your response, give the employer a realistic time frame in which you will make your decision. How long can you take to make a decision? The rule of thumb is no longer than one to two weeks. Be sure that this is a job you want before you accept! Reneging on an offer you accepted is seriously frowned upon and considered unethical.

What if the salary offered is low? You have several options at this point. First, be polite and emphasize your interest in the position while addressing the issue of your market value. You can express your enthusiasm as mentioned above and then say, "I am impressed with your organization and would really like to work with you. I will consider the offer carefully, but the salary offered is a bit below what I had in mind. Is there some flexibility in the compensation package?" Another response could be, "As I consider your offer, are there other benefits in addition to salary?"

Some people will take the lower salary if the opportunity exists to renegotiate salary, benefits, job title, and/or a promotion after their performance on the job has been evaluated. Flexible benefits may also be negotiated if the salary is low.

CHOOSING BETWEEN OFFERS

You are in a very fortunate position if you have the opportunity to choose between offers. However, you may be concerned as to how you should go about evaluating them. The following guidelines may help you make your decision.

1. Make sure you know enough about each organization, job, and details of each offer to weigh one against the other. If you do not have this information, you need to conduct more research!
2. Make a list of all the features that are important to you in both your offers.
3. Rank order the features on your list in order of priority.
4. Then, rate each feature on a 1-5 point scale. You can add these totals and see which organization you rank the highest (this is an inexact science but may be helpful).
5. Make sure in the final analysis that you carefully weigh what is most important to you.

The worksheet on the last page of this handout may be helpful as you evaluate various job offers.

AFTER ACCEPTING OR DECLINING AN OFFER

If you decide to accept the job offer, the organization should send you a letter detailing all aspects of negotiation—salary, benefits, starting date, etc. However, you may need to initiate this letter if there is no indication that the organization will send one.

If you decide to decline an offer, you need to write a letter of rejection. Information on letters of acceptance or rejection is available in the "Job Search Correspondence" handout in the Office of Career Services or on our web site under "Resources and Handouts."

Your correspondence, whether accepting or declining the position, needs to be received by the organization in a timely fashion after the negotiation process is over.

MOCK INTERVIEW PROGRAM

Consider scheduling a Mock Interview with Career Services. Your interview will be conducted as if you were interviewing for a position. Mock interviews are recorded. Immediately after the mock interview, you will watch the tape with the interviewer. The critique of the interview and the tips you receive should help you present yourself more effectively and be more confident in an interview setting. Additional information is available on our web site: www.ohio.edu/careers.

ADDITIONAL ADVICE

Check to make sure you do not have inappropriate information accessible in Facebook, My Space, other online blogs, or Google. Employers and graduate committees are researching candidates' online accounts and/or "Googling" their names. You are advised to edit the content in these accounts or change your privacy settings.

EVALUATING OFFERS WORKSHEET

Add or deduct the following benefits and expenses to see which offer is truly the best offer. Do not rely solely on salary as your deciding factor.

BENEFITS & EXPENSES	COMPANY A	COMPANY B	COMPANY C
SALARY			
HEALTH CARE			
-MEDICAL			
-DENTAL			
-VISION			
LIFE INSURANCE			
TRANSPORTATION			
VACATION			
WELLNESS PROGRAM			
401(K) OR 403(B)			
PENSION PLAN			
PROFIT SHARING			
BONUS			
OVER TIME/FLEX TIME			
TUITION REIMBURSEMENT			
MEAL PLAN			
EXERCISE FACILITY			
DAY CARE			
EMPLOYEE ASSISTANCE PROG.			
ATTENDANCE AWARDS			
EMPLOYEE REFERRAL PROG.			
CONCIERGE (parties, golf, dry cleaning, etc.)			
TRAVEL			
PARKING			
OTHER			
OTHER			
OTHER			
OTHER			
TOTALS:			

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