Presenting Your Professional Self: How to Network, Interview & Negotiate Salary

Kate Juhl, Program Director, University Career Center & The President’s Promise

...because you can’t stay in school forever!
It’s a PROCESS

Self-Assessment

Job Search

Explore Career Options

Get Experience
Preparing for the Interview

- Research the Employer/Organization
  - Resources for Research?

- Get concise driving directions and take a practice run
Preparing for the Interview

- Prepare questions to ask the interviewer

Possible Topics

- Training opportunities/professional development
- Office culture/atmosphere
- Trends/patterns
- Opportunities for advancement
- Future challenges the department may face
- Plans for future growth/expansion
- Major responsibilities of the job
- Projects the position oversees or is involved with

Get CREATIVE!
What are Employers Looking For?

<table>
<thead>
<tr>
<th>Skill/Quality</th>
<th>Weighted average rating*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication skills (verbal)</td>
<td>4.65</td>
</tr>
<tr>
<td>Strong work ethic</td>
<td>4.61</td>
</tr>
<tr>
<td>Teamwork skills (works well with others)</td>
<td>4.59</td>
</tr>
<tr>
<td>Analytical skills</td>
<td>4.56</td>
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<tr>
<td>Initiative</td>
<td>4.50</td>
</tr>
<tr>
<td>Problem-solving skills</td>
<td>4.48</td>
</tr>
<tr>
<td>Communication skills (written)</td>
<td>4.48</td>
</tr>
<tr>
<td>Interpersonal skills (relates well to others)</td>
<td>4.40</td>
</tr>
<tr>
<td>Computer skills</td>
<td>4.38</td>
</tr>
<tr>
<td>Flexibility/adaptable</td>
<td>4.37</td>
</tr>
<tr>
<td>Detail-oriented</td>
<td>4.18</td>
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<tr>
<td>Technical skills</td>
<td>4.16</td>
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<tr>
<td>Organizational skills</td>
<td>4.05</td>
</tr>
<tr>
<td>Leadership skills</td>
<td>4.04</td>
</tr>
<tr>
<td>Self-confidence</td>
<td>3.96</td>
</tr>
<tr>
<td>Tactfulness</td>
<td>3.84</td>
</tr>
<tr>
<td>Friendly/outgoing personality</td>
<td>3.72</td>
</tr>
<tr>
<td>Creativity</td>
<td>3.70</td>
</tr>
<tr>
<td>Strategic planning skills</td>
<td>3.35</td>
</tr>
<tr>
<td>Entrepreneurial skills/risk-taker</td>
<td>3.19</td>
</tr>
<tr>
<td>Sense of humor</td>
<td>2.99</td>
</tr>
</tbody>
</table>

*5-point scale, where 1=Not important; 2=Not very important; 3=Somewhat important; 4=Very important; and 5=Extremely important
Questions to Ask Yourself

- Why should they hire me?
- What am I looking for in an employer and in a position?
- What about this position/employer appeals to me?
- What are some of the goals of the organization or industry? How can my skills contribute to reaching these goals?
Questions to Be Prepared For

- Tell me about yourself
- What are your strengths and weaknesses?
- How do you think your education will help you on this job?
- Why do you want to work for this company?
- Why did you choose this career?
- If you went to work with us today, what job would you like to hold in three to five years?
- Why should we hire you?
Tough Questions... from the audience

- Can you commit to this position if we offered it to you today?

- How likely will you accept this job if we offered it to you?

- Tell me about yourself.

- Do you have any questions for me?

- What can you do for us that other candidates cannot?

- What did you like least about your last position?

- Where do you see yourself in 10 years?

- Have you ever had to ask for help? Give us an example.

- Why does a Ph.D. student want to teach in K-12?
Behavioral Based Questions

- Past behavior is a predictor of future performance

- “Tell me about a time you had to solve a challenging problem with a creative solution?”
STAR Method

- **Situation** – What was the situation you found yourself in?

- **Task** – What was the task to accomplish?

- **Action** – What action did you take?

- **Result** – What was the result?

Time to practice!
Day of the Interview

- Dress to impress
  - One step up philosophy

- Be on time

- Know where you are going and who you are meeting with

- Handshakes, smiles and eye contact
  - Be aware of cultural differences!
Types of Interviews

- Initial Screening
  - Phone, On-Campus Interviews

- Second Interview

- Behavioral Interview
  - Presentations, tasks
Phone Interviews

- Practice, Practice, Practice
- Have note cards with key points and questions
- Have a pen, paper and calendar handy
- Warm up your voice; Stand and smile
- Turn off TV and radio; put a “Do Not Disturb” sign on your door
- Avoid background noise / Don’t be driving
- Don’t have call waiting on
- Check your voicemail message; Is it appropriate?
References

2 Options

- Have a reference sheet prepared listing names, titles and contact information
- Offer to contact the employer the next day with reference information
Evaluating An Offer

- Factors to consider
  - Salary and **benefits**
  - Opportunities for skill development and advancement
  - Location
  - Personalities of supervisor and co-workers
  - Management style & organizational culture
  - Work Schedule and travel requirements
  - Does the position feel right?
Salary

Salary is typically not discussed in the interview, but is left for after you have been offered the position.

If asked during the interview...

- “I hope to receive a salary commensurate with my experience and education.”
- Express confidence that their offer will be fair
- Give an acceptable range
- Turn the question back to them

Salary History Requests—Add context for past positions (“My related employment history has been as a Graduate Research Assistant. My compensation included $1200/month plus free tuition.”)

Salary Requirements Requests—RESEARCH & then give a broad range, hitting roughly 10% above what you think it should be, but state you are open to negotiation
Negotiating Salary: The 3 P’s

- **Preparation:**
  - RESEARCH: company, culture, geographic location, your “market value,” your personal needs for salary & benefits

- **Poise:**
  - Don’t reveal requirements too early, be confident, enthusiastic & positive, and take time to consider an offer

- **Professional:**
  - Know the dynamics of the situation (do you have other offers?), ask questions, detach from the outcome, look at the value of the total offer package, know where you are willing to compromise, know when to walk away

- Source: University of MN Graduate School, 2012
Negotiation After a Job Offer

- When the number is given, repeat it and stay silent for 15-30 seconds as you think it over.

- Make sure you understand the total benefits package

- Ask for at least 24 hours to think about it

- Get the offer in writing before formally accepting

- If employer doesn’t offer a formal letter, write your own and include: job title, start date, hours/schedule, salary & benefit information.
Final Salary Negotiation Thoughts

- Don’t bring up salary unless requested by employer
- Don’t disregard the value of benefits
- Research, research & research some more
- Be professional & positive
- Market yourself. How will YOU provide value to the organization?
- Walk away if it is not the right fit
- Don’t say yes right away—take at least 24 hours to think it over
Don’t Forget About Fringe Benefits!

- Health insurance
- Dental insurance
- Disability insurance
- Life insurance
- Paid vacation time
- Paid sick leave
- Paid holidays

A more comprehensive benefit package might include some or all of the following:

- Bonuses
- Child and day-care services
- Company car
- Cost-of-living adjustments
- Desirable office
- Education and training programs
- Expense accounts
- Flexible work schedule
- Maternity/Parental leave
- Savings plans
- Stock Options
- Professional membership dues
- Profit sharing plans
- Relocation expenses
- Supplementary pay plans
- Termination agreement (severance pay)
- Unpaid leave time
- Desirable office
- Education and training programs
- Expense accounts
- Parking
Salary Negotiation Resources

- [www.payscale.com](http://www.payscale.com)
- [www.glassdoor.com](http://www.glassdoor.com)
- [www.salary.com](http://www.salary.com)
- NACE Salary Calculator (Located within Careers4Terps)
UMD Graduate Survey
Information

- May 2011 Grads (Masters & Ph.D)
- Nearly 75% are in their 1st choice activity
- Top industries: Academia, Federal Govt., Engineering, Consulting, Financial Services, Sciences, Military/Defense, Library Sciences, Non-profit, IT, Health Care, Aerospace, Computers, Telecommunications, Banking, Journalism, Architecture, Arts, Real Estate
- Most reported 2 job offers
Average Salaries

- AGNR: $55,357
- ARHU: $37,801
- BSOS: $71,743
- CMNS: $58,684
- Education: $56,972
- Information Studies: $45,647
- JOUR: $38,489
- Public Policy: $62,639
- Architecture: $58,024
- Public Health: $65,889
- EGR: $77,082
- BUS: $96,209
How Did You Get Your Job?

- Employed with office: 23.9%
- Other: 10.7%
- UM Online Job Site: 8.0%
- Non-UM Online Job Site: 6.4%
- Contacts from friends: 6.0%
- Contacts from faculty: 5.9%
- Internship: 4.8%
- UM Job Fairs: 4.1%
- On-campus interviews: 3.8%
- Non-UM Job Fairs: 1.6%
- Contacts from relatives: 1.3%
- Newspaper: 0.5%

Find out more on our website: www.careers.umd.edu
Rejecting an Offer

- Express your appreciation for the offer and for their confidence in you.

- Say something positive about the employer and be diplomatic.
  - Don’t burn any bridges!

- Conclude your interactions with an email.
Social Media Networking

LinkedIn

Twitter

Blogger
Are You Making the Most of Our Services? Have you...?

- Set up a search agent in Careers4Terps?
- Made an individual career assistance appointment?
- Attended a career fair? Fall & Spring Career & Internship Fairs, Boutique Fairs (Language, Public Health, Environmental/Sustainability/Architecture, Geography, Criminal Justice, etc.)
- Attended networking events? Industry series panels, information sessions, Employer in Residence days, etc.
- Checked to see if any OCI (On-campus Interviews) match your interests?
- Practiced your skills with Virtual Mock Interview?
Contact Us

- Kate Juhl, Program Director
  - kjuhl@umd.edu
  - 301.314.4040

- Visit [Careers.umd.edu](http://Careers.umd.edu) to learn more about our services such as:
  - Individual Appointments
  - Careers4Terps Jobs/Internship Database
  - Upcoming Workshops
  - Schedule Interviews with Employers (internship, part-time and full-time)
  - And more!

- Visit [PresidentsPromise.umd.edu](http://PresidentsPromise.umd.edu) to learn how to become competitive in your job/internship search by gaining experience.