

# The Career Center Loyola University Maryland



## INTERVIEWING FOR SUCCESS PART II

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For a copy of this handout, click on “Resume, Cover Letter, and Interview Tips” under Quick Links on The Career Center homepage.

## **WHAT IS THE SECOND INTERVIEW?**

Before an offer of employment, most companies that recruit on college campuses require a company visit or “second interview” in addition to the initial on-campus screening interview. This visit can last a half or whole day. The job candidate can expect to talk to several different individuals from managers to entry-level employees. This visit may also include lunch or in some cases dinner with employees of the company.

There is no way to describe every aspect of the second interview. The length of the interview, the number and levels of people interviewed, type of tests conducted and the degree of formality and informality can differ from one company to the next. Also, don't assume that being granted a second interview means you are guaranteed an offer.

### **THE PURPOSE**

- Allows the company to get a more in-depth assessment of the candidate prior to making a job offer.
- Allows the candidate an opportunity to see the company and some of its people first hand in order to make a wiser decision if an offer is made.

### **LEARN AS MUCH ABOUT THE EMPLOYER AS POSSIBLE**

- Visit the homepage of the prospective employer.
- Review annual report and other material on the employer.
- Research industry and business publications containing information about the employer.
- Talk with alumni who are currently employed by the employer.
- Talk with current employees in the line of work for which you are interviewing.
- Talk with people who have direct dealings with the employer or are very familiar with its products.
- Review information given at the initial campus interview.

### **HAVE GOOD QUESTIONS TO ASK THAT ADDRESS:**

- Corporate goals and direction
- Career enhancement
- Market growth opportunities
- Company's competitive environment
- Research and Development
- Evaluation system for employees (e.g. performance appraisals)
- Career paths of recent hires within the field
- Training (type, formal or informal, length of time)
- Corporate culture (mission, goals of company, commitment to community, managerial style)

# INTERVIEW DAY

## **THE SCHEDULE**

- Different companies set up different types of schedules.
- Many employers will schedule three to five hour-long interviews with various levels of management in one-on-one settings. These interviews may, however, be shorter or longer, fewer or more numerous.
- Some employers schedule group interviews with anywhere from four to twelve candidates visiting at one time. The candidates engage in some group sessions, and at other times are involved in one-on-one interviews. The group visit is more difficult for the company to arrange but allows them the opportunity to see each candidate among his/her peers. It permits the candidate a chance to see some of those who might be a part of his/her training group.

## **THE PROCESS**

- Most employers are well prepared for company visits by candidates and conduct formal interview training for their managers. These employers will provide very good interview sessions with candidates.
- Interviewers have scanned the resumes and will be familiar with the backgrounds of the candidates.
- Interviewers attempt to assess the motivation and drive of candidates to see what makes them strive for success.
- Each interviewer knows what he/she is looking for in a candidate and will probe for strengths and weaknesses. Some employers, however, may not be well prepared. Candidates are sometimes called upon to carry the interview with their own questions and observations.
- Candidates may be asked the same questions by three or four different people during the day, yet must give as good an answer to the fourth person as to the first person.
  - In the one-on-one setting, candidates may speak with department managers and first line supervisors of the area in which the position is available.
  - Additionally, the candidates may meet with a second or third level manager who has had experience in many different areas of the organization.
  - Finally, the vice president of human resources or a director level manager may meet with the candidate to round out his/her exposure to the employer's personnel.
  - Anyone the candidate meets for even a few minutes is a potential evaluator.
  - Considering this, the candidate must remain sharp and confident at all times and at no time can the successful candidate reflect a lack of professionalism.
- If you are taken out of the typical office setting (i.e. building tour, lunch/dinner, social event) be aware that you are still being interviewed, even in this more relaxed setting. Don't make an assumption about who is making the hiring decision.

## **THE COMPANY'S PITCH**

- Employers will usually try to structure itineraries to accommodate the candidate's schedule, and many will design the day so as to provide a friendly and relaxed atmosphere for the candidate.
- It is important to the employer that the candidate feel as comfortable as possible about the visit so that he/she may accurately assess his/her feelings about the job, company, locations, etc.
- A host/guest relationship is fostered to afford the optimal opportunity for proper selection techniques on the part of both the company and the candidate.
- Remember, the company is selling itself to the candidate as much as the reverse is taking place.

## POINTS TO REMEMBER

- Second interview differs from on-campus interviews:
  - Unfamiliar setting
  - Full day or half day of interviews, tour, lunch/dinner (remember to pace yourself)
  - May interview with several interviewers at one time and have questions prepared for each person
- If you receive a job offer on the spot, you can request time to make your decision
- Be ready to discuss salary figure and the time you need to make a decision
- Bring extra resumes, a portfolio (if appropriate) and a list of your references

# INTERVIEW BASICS

## **INTERVIEW STYLES:**

### *1. STRUCTURED INTERVIEW*

The structured interview is usually handled by one interviewer, following a prescribed set of questions. The process supposedly provides a uniform set of responses for the decision-makers to compare candidates.

### *2. UNSTRUCTURED INTERVIEW*

The unstructured interview includes open-ended questions regarding your education and experiences. During this type of interview, be sure all of your best points are made known before the interview is finished.

## **INTERVIEW FORMATS:**

### *1. SERIES OF ONE-ON-ONE INTERVIEWS*

The series of one-on-one interviews is the most frequently used type of interview. These interviews allow you to meet other members of the organization and share your qualifications with them.

### *2. GROUP INTERVIEW*

Two types: (1) Several interviewers and one candidate or (2) Group of candidates and one interviewer. The group may be members of your prospective department or a cross section of employees from throughout the company. A group is also more likely (but not guaranteed) to ask you a broader range of questions that may uncover and underline your skills and expertise. Just take your time and treat every member of the team with the same respect you would the hiring manager. Be sure to maintain eye contact with each present interviewer in the group.

### *3. BEHAVIORAL/SITUATIONAL INTERVIEW*

During the behavioral interview, the employer describes a situation or problem and asks how you would handle it. The assumption is that your past behavior is a good predictor of how you will act in the future. Take your time, make sure you understand the question and then respond using the STAR technique (see page 5).

### *4. STRESS INTERVIEW*

During the stress interview the interviewer(s) ask questions and place you in certain circumstances to test your response to stressful conditions. Once you realize this is the situation, maintain your composure, stay positive and highlight your skills. Also, work on becoming comfortable with periods of silence after you have given a complete answer.

### *5. PHONE INTERVIEW*

Many organizations are using the phone interview as a way to initially screen potential candidates before inviting them on site for a face-to-face interview. The phone interview give employers the opportunity to see if you sound as good as you look on paper and if they think you would be a great addition to their organization.

## BEHAVIORAL INTERVIEW

Interviewers may ask behavior-based questions about your past experiences to uncover how you would handle similar tasks and problems in the future. The following are samples of behavioral questions and the competencies they are designed to measure in parentheses (reprinted from jobweb.com – National Association for Colleges and Employers).

1. Describe a situation in which you had to use reference materials to write a research paper. What was the topic? What journals did you read? (research)
2. Give me a specific example of a time when a co-worker or classmate criticized your work in front of others. How did you respond? How has that event shaped the way you communicate with others? (communication)
3. Describe a situation in which you recognized a potential problem as an opportunity. What did you do? (initiative)
4. Give me a specific example of a time when you sold your supervisor or professor on an idea or concept. How did you proceed? What was the result? (assertiveness)
5. Describe the system you use for keeping track of multiple projects. How do you track your progress so that you can meet deadlines? (commitment to task)
6. Tell me about a time when you came up with an innovative solution to a challenge your company or class was facing. What was the challenge? What roles did others play? (creativity and imagination)
7. What, in your opinion, are the key ingredients in building and maintaining a successful business relationship? Give me examples of how you've made these work for you. (relationship building)
8. Describe a time when you got co-workers or classmates who dislike each other to work together. How did you accomplish this? What was the outcome? (teamwork)
9. Tell me about a time when you failed to meet a deadline. What things did you fail to do? What were the repercussions? What did you learn? (time management)
10. Describe a specific problem you solved for your employer or professor. How did you approach the problem? What role did others play? What was the outcome? (decision making)



## STAR Interviewing Technique

One strategy for preparing for behavioral interviews is to use the STAR technique, as outlined below. You should compose three or more “stories” – actual experiences that illustrate your most important skills or qualifications.

**Situation or Task**

Describe the situation that you were in or the task that you needed to accomplish. You must describe a specific event or situation, not a generalized description of what you have done in the past. Be sure to give enough detail for the interviewer to understand. This situation can be from a previous job, from a volunteer experience, or any relevant experience.

**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.

**Results you achieved**

What happened? How did the event end? What did you accomplish? What did you learn?

**EXAMPLE:**

**Situation/task (ST):** Advertising revenue was falling off for my college newspaper, *The Beacon*, and large numbers of long-term advertisers were not renewing contracts.

**Action (A):** I designed a new promotional packet to go with the rate sheet and compared the benefits of *The Beacon* 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.

**Results (R):** We signed contracts with 15 former advertisers for daily ads and five for special supplements. We increased our new advertisers by 30 percent [*quantity is always good*] over the same period last year.

## STRESS INTERVIEW

Employers use the stress interview to introduce taxing elements into your meeting to determine what you are made of and how you handle pressure. Examples of stress tactics include disagreeing with your opinions; challenging your credentials; inserting long, uncomfortable silences; making you wait for extended periods of time; and so on.

### **Example:**

“Why isn’t your GPA any higher? Why didn’t you get involved on campus?”

### **Sample Answer:**

“I understand that my GPA is perhaps lower than what you would like to see. As my references show, I was invested in my courses, and I was an eager, contributing class participant across the board. I did stretch myself at college, taking courses that were challenging and interesting, rather than enrolling in those that were known to be an easy grade. I also spread myself in many different directions through extracurriculars and work, so I bring a broad skill set and valuable experience to the job.”

Other suggestions:

- Be straightforward without being defensive
- Redirect the session back toward the positive
- If you struggle to find a positive learning outcome from your experience, share what you learned, how you have changed and how this job fits in with your growth.

### **Sample Answer**

“I missed some opportunities in college, and this was a mistake. Fortunately, I understand what I should have done and I’m committed to being a person who is focused and goal-oriented. I don’t want to let opportunities pass me by, and I know I’m in charge of making sure this doesn’t happen. I’ve learned a lot and actually believe this will make me a much better, harder-working employee.”

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*Information gathered from Ditch the Flip Flops by Sylvia Landy*

# PHONE INTERVIEWING

First impressions are everything! The phone interview is unique in that your eye contact, body language, and appearance are not factors that can aid your presentation. However, it is important to relax, be professional and most importantly be yourself! Here some tips for successful phone interviewing.

## Do's and Don'ts

Follow these simple rules and you should achieve success in this important phase of job-hunting.

-  **Do** practice, if possible. Have a friend call you to do a mock phone interview so you get the feel of being interviewed over the phone. The Career Center can also help with mock interviews.
-  **Do** keep some note cards or an outline in front of you to remind yourself of key points you want to cover with the interviewer. In addition, have any questions you may want to ask the employer about the organization or about the position.
-  **Do** have a copy of your resume in front of you so that you can easily refer to it as well as any research you have done on the organization.
-  **Do** confirm the interviewer's name (be sure to have the correct spelling and pronunciation) and phone number in case for some reason you get disconnected.
-  **Do** have a pen and paper handy to jot down any notes, questions, etc that you want to be sure you remember upon the close of the interview.
-  **Do** have a calendar readily available. The interviewer may ask when you are available to meet with them in person.
-  **Do** warm up your voice before the interview.
-  **Do** smile! Even though you are not face-to-face with the interviewer, a smile will come through in your voice.
-  **Do** listen carefully to what the interviewer is saying.
-  **Do** have a strong finish to your phone interview. Be sure to ask insightful questions, as well as express your interest to meet with them in person to further discuss the opportunity.
  
-  **Don't** have an inappropriate greeting on your answering machine or voicemail.
-  **Don't** chew gum or food, or drink anything noisy.
-  **Don't** leave the TV or stereo on. Be sure that you are free of all potential distractions. Put a "Do Not Disturb" sign on your door to avoid surprise visits from friends, family and neighbors.
-  **Don't** have call waiting on. Your phone manual should provide you with detailed instructions on how to turn this feature off.
-  **Don't** speak too fast or too close to the receiver. You want to make sure the interviewer clearly understands everything that you are saying.
-  **Don't** worry about silences and pauses. If you've completed a response, but the interviewer hasn't asked his or her next question, don't start babbling just to fill in airtime.
-  **Don't** have a phone interview on a cell phone if possible. You want to avoid the possibility of being in a bad service area or having the battery die during the interview. Also, it can be more difficult to hear on a cell phone, both for you and the interviewer.

\*Contact The Career Center if interested in conducting a phone interview on a landline in our office.\*

## LUNCH / DINNER GUIDELINES

**NOTHING IS OFF THE RECORD!** Remember you are still being evaluated during lunch / dinner!

### DO:

- Let the host or hostess signal for service, initiate the order and decide when you are ready to leave.
- Place your napkin in your lap as soon as you sit down.
- Allow your host to order first, and then order an item around the same price.
- Remember to keep your elbows off the table.
- Order an item that is easy to eat, so you can focus on the conversation.
- Thank the host or hostess for the meal, and as you depart, indicate how interested you are in the job.

### DON'T:

- Open your menu until the host or hostess has done so first.
- Drink liquor or smoke, even if invited to.
- Talk extensively with the waiter or waitress.
- Reapply lipstick/lip gloss at the table.
- Begin eating until everyone at the table has been served.
- Complain about anything: the food, the service, the size of portions, etc.
- Bring up business matters unless the host or hostess does. If it never comes up, you might express your interest in the organization late in the meal.
- Reach for the check or argue about it. Let the host or hostess pay.

## IN PREPARATION FOR THE NEXT INTERVIEW

### DO:

Continue research on the company, look for Employer Profiles on the company's homepage, and use various websites that can give you this information. Check out Employer Contacts through Hounds4Hire. Research additional websites for assistance in the advanced interview, such as:

**www.jobweb.com** - This is affiliated with NACE (National Association of Colleges and Employers) and in addition to providing students with access to job postings and employer information, you can create and store resumes, and apply for jobs online, it also includes a career library which provides career articles on information such as interviewing, resumes/cover letters, salary, and job outlook.

**www.vault.com** - This on-line library provides students with their own online copy of 90+ Vault guidebooks, over 2,500 company profiles and discussion boards, dozens of industry and occupation overviews, and a vast database of career advice articles ranging from interview advice to diversity issues to career changes.

Know the homepage address for Loyola University's Career Center - [www.loyola.edu/thecareercenter](http://www.loyola.edu/thecareercenter). Go to Career Resources, under the Undergraduate tab, for additional web-based resources.

### KNOW:

Products, financial condition, growth pattern and organization of the company and relate your interests, background and experience to the employers' needs and qualifications.

Also, pick up your FREE copy of Job Choices at The Career Center, which contains industry information, geographical indexes of employment opportunity and contact information.

# QUESTIONS ASKED BY EMPLOYERS



## **Personal**

1. Tell me about yourself.
2. What are your hobbies?
3. Why did you choose to interview with our organization?
4. Describe your ideal job.
5. What can you offer us?
6. What do you consider to be your greatest strengths?
7. Can you name some of your weaknesses?
8. Define success. Define failure.
9. Have you ever had any failures? What did you learn from them?
10. What three accomplishments are you most proud of?
11. Who are your role models? Why?
12. How does your college education or work experience relate to this job?
13. What motivates you most in a job?
14. Have you had difficulty getting along with a former professor, supervisor, or co-worker and how did you handle it?
15. Have you ever spoken before a group of people? How large?
16. Why should we hire you rather than another candidate?
17. What do you know about our organization (products or services)?
18. Where do you want to be in five years? Ten years?

19. Do you plan to return to school for future education?

## **Education**

20. Why did you choose your major?
21. Why did you choose to attend your college or university?
22. Do you think you received a good education? In what ways?
23. In which campus activities did you participate?
24. Which classes in your major did you like best? Least? Why?
25. Which elective classes did you like best? Least? Why?
26. If you were to start over what would you change about your education?
27. Do your grades accurately reflect your ability? Why or why not?
28. Were you financially responsible for any portion of our college education?

## **Experience**

29. What job-related skills have you developed?
30. Did you work while going to school? In what positions?
31. What did you learn from these work experiences?
32. What did you enjoy most about your last employment? Least?
33. Have you ever quit a job? Why?

34. Give an example of a situation in which you provided a solution to an employer.
35. Give an example of a time in which you worked under deadline pressure.
36. Have you ever done any volunteer work? What kind?
37. How do you think a former supervisor would describe your work?

## **Career Goals**

38. Do you prefer to work under supervision or on your own?
39. What kind of boss do you prefer?
40. Would you be successful working with a team?
41. Do you prefer large or small organizations? Why?
42. What other types of positions are you considering?
43. How do you feel about working in a structured environment?
44. Are you able to work on several assignments at once?
45. How do you feel about working overtime?
46. How do you feel about travel?
47. How do you feel about the possibility of relocating?
48. Are you willing to work overtime?

Reprinted with permission from Career Planning Guide: The Key Career Prep Resource, 2006.

# TESTING

## *Drug Testing*

- Drug testing has become more and more commonplace.
- The vast majority of testing is done to screen potential employees.
- Be aware that false positives do occur. Some known substances are known to cross-react. One example of a false positive can be from poppy seeds.
- Pre-employment screening tests, both urinalysis and others, typically test for abuse in five areas:
  - Cannabis (marijuana)
  - Opiates (codeine / morphine)
  - Phencyclidine (PCP / angel dust)
  - Amphetamines (speed)
  - Cocaine (crack)

## *Personality Testing*

There are several types of personality tests. Some of these tests may take a few hours to complete. Answering these questions as honestly as possible will, in the long run, give you and the employer the most accurate information to make the best decisions possible regarding your fit with a particular position.

\*In addition to the above, you may be required to participate in a variety of other tests and procedures (i.e. for a government agency in order to gain security clearance).

*Information gathered from Knock Em Dead by Martin Yate*

# ONLINE ETIQUETTE

Today's employers have the resources necessary to find out a lot about candidates. Not only do they have your cover letter and resume, list of references and samples of previous work you have completed, but they also have the internet. Many employers use the internet to conduct research on potential candidates. In fact, 35% of executive recruiters have eliminated candidates based on information they found on the internet. In order to make sure you don't join the eliminated percentage, consider the following:

- Google your own name. Employers will do this and it is important for you to see what they are seeing.
- Consider your audience. Certainly it is a good idea to remove photos of you drinking, partying and the like, but it is also important to consider other photos that might be offensive to others.
- Have a strong web presence. Use professionally based websites like *LinkedIn* which tell your professional story and allow you to include links to a portfolio or website. Also consider writing book reviews for *amazon.com*. If you use *Facebook*, be sure to check your security settings to prevent sharing inappropriate information about yourself to potential employers.
- Consider setting up a *Google Alert* for yourself ([www.googlealert.com](http://www.googlealert.com)). This allows you to find out if someone has added anything about you to an internet site, which in turn helps you manage your online reputation.

*Information gathered from The Baltimore Sun by Sandy Wieber (9/7/2008)*

# **Your Online Image—Make it Professional!**

## **How is your online image?**

- Having a professional online image is vital in today’s competitive environment. Employers search potential candidates for both INTERNSHIPS and JOBS to make initial interviewing decisions.
- Use caution when posting information on the Internet. Do not post anything online that you would not want a prospective boss to see.
- Google your name to determine your online presence. What kind of personal information do you have on the Internet? Have you posted something recently on Amazon? Facebook? Youtube? A blog? MySpace?
- Do you have negative content posted online, also called “digital dirt?” Examples of this could include: inappropriate photographs, content about drinking or doing drugs, a negative post about a professor or a previous boss, radical political views, and discriminatory comments.
- If you have negative “digital dirt,” and you cannot delete it, enhance it by creating new, positive, smart content. Employers are less likely to find your digital dirt if it is on page 10 of their Google search for you.



## **Take the following steps to create professional online content:**

- Set up a LinkedIn Profile by following this guide: <http://grads.linkedin.com>.
- Visit <http://learn.linkedin.com/students/> to learn more about using LinkedIn.
- Join LinkedIn groups such as The Career Center at Loyola University Group, Loyola Univ Maryland Alumni Group, or The Sellinger School. These are beneficial because you can join group discussions, monitor job postings, and have access to more networking contacts.
- Have a clean Facebook profile and set your privacy settings by following this guide: <http://www.allfacebook.com/2009/02/facebook-privacy>.
- Comment on a blog or forum in a positive, non-controversial way.
- Write product or book reviews on sites like Amazon.com or Overstock.com. Make sure they sound intelligent and well-communicated.
- Consider purchasing your own URL (\$1.99 per year) at GoDaddy.com.
- Set up a Twitter account and tweet intelligently. Visit our website for more information on Twitter.

## WHEN TO ASK ABOUT SALARY & BENEFITS

- Do not bring up topics such as salary, vacation or benefits until an offer has been made.
- In discussing salary, know the market value of your position. You can check with The Career Center for information regarding the market value. Research the career field and position to determine a good salary range approximation, using any of the below resources.
- Know the minimum salary you are willing to accept.
- When asked for the type of salary you are expecting, you can:
  - a. Discuss the importance of the position and type of company.
  - b. Give a range of approximately \$7,000-\$8,000 without giving a specific salary. In addition to knowing your ideal range, have an idea of the minimum salary you are willing to accept.
  - c. Strongly consider the entire compensation package, not just the salary figure.

### SALARY/BENEFITS RESOURCES

- ◆ Salary.com – [www.salary.com](http://www.salary.com)
- ◆ JobSmart – [www.jobsmart.org](http://www.jobsmart.org)
- ◆ Salary Relocation Calculator – [www.homefair.com/calc/salcalc.html](http://www.homefair.com/calc/salcalc.html)  
Contains a “salary calculator” to compare the cost of living in several U.S. and International cities.
- ◆ NACE – [www.nacweb.org](http://www.nacweb.org)  
National Association of Colleges and Employers has salary survey information for college graduates with varying degrees, salary guides, surveys, and trends, as well as information regarding money management, benefits, and how to handle salary negotiations.
- ◆ U.S. Bureau of Labor Statistics – [www.bls.gov](http://www.bls.gov)
- ◆ The Career Center has information on certain majors. Additionally, the Center has books in the Career Resource Library that outline trends of occupational earnings.
- ◆ FOCUS (accessed through The Career Center’s homepage)  
This system allows you to locate salary information by state. Within the “Tools” section, select “Research a Single Occupation.” From there, you can select the occupation of interest to you and assess the salary and growth.

## **TOTAL COMPENSATION PACKAGE (Salary Plus Benefits):**

- Medical, dental, vision insurance
- Life / disability insurance
- Pension / 401K plans
- Tuition reimbursement
- Overtime
- Vacation / sick / personal days
- Holidays
- Employee assistance plan
- Dependent care
- Hiring or sign-on bonuses
- Performance bonuses
- Stock options
- Company-paid car or gas allowances
- Company-paid subscriptions or association memberships
- In house training programs

### **REMEMBER:**

- Employers in the same business have a wide range in salary- not all graduates start at the same salary.
- Certain industries traditionally offer higher compensation than others.
- Include all the above factors when negotiating salary. Usually these benefits are explained by human resources (personnel).
- Not all companies have the flexibility of negotiating salary.

### **ONCE A JOB OFFER IS MADE ...**

- A. You have the right to ask for a period of time to make your decision. It is not uncommon to request several days to make your decision in order to evaluate the fit of the company, assess other offers on the table and complete other interviewing obligations. Be aware that when asking for extra time to evaluate the offer, you are taking a risk, so it is important to reassure the company you are very interested in the position. If you have any questions regarding time frame, contact The Career Center.
- B. An ethical employer wants you to make a good choice – for your sake and theirs.
- C. Consider these questions to help you make the right decision (see also “Evaluating an Offer” sheet):
  1. What does this job involve?
  2. Does the culture of the employer fit my personality?
  3. Are these the kind of people with whom I would enjoy working?
  4. Will I enjoy the work?
  5. Is this the geographical area I am interested in?
  6. Does the job fit my long-range goals?
  7. Do I feel good about accepting the offer?
  8. Will I have adequate training and supervision?
  9. Are the work hours reasonable?
  10. Is the commuting distance reasonable?
  11. Is the salary adequate?

# FACTORS TO CONSIDER WHEN EVALUATING AN OFFER

## **Budget/Cost of Living**

- \* Commute (Gas, Car Maintenance, Train Costs)
- \* Gas/electric
- \* Phone (Landline and Cell)/Internet/Cable
- \* Rent/house payment
- \* Insurance/Renter's insurance (car)
- \* Credit card & other bills
- \* Clothing
- \* Food
- \* Entertainment – (Sporting Events, Movies, etc.)
- \* Miscellaneous (Dry Cleaning, Furniture, Gifts)
- \* Taxes (April 15<sup>th</sup>)

## **The Job**

- \* Nature of the work – organizational flexibility, products/services, is it interesting?  
Does it fit into your career goals and long-term plans?
- \* Boss and co-workers – do you match with their personalities and work styles?
- \* Location – commute, does it require relocation, do you like the surrounding area?
- \* Typical work week – hours, can you keep your personal commitments?
- \* Salary and Benefits

Consider how you would rank the following work values when evaluating a job offer:

<p><b>The Job</b></p> <ol style="list-style-type: none"> <li>1. Duties and responsibilities</li> <li>2. Match for values/interests/skills</li> <li>3. Personalities of supervisors and colleagues</li> <li>4. Variety of work assignments</li> <li>5. Opportunity for individual achievement</li> <li>6. Exposure to outstanding colleagues</li> <li>7. Opportunity to work independently</li> <li>8. Opportunity and frequency of travel</li> <li>9. Overtime</li> <li>10. Opportunity to apply academic background</li> <li>11. Social significance of job</li> <li>12. Physical environment and working conditions</li> <li>13. Pressure and pace of work; turnover</li> <li>14. Intellectual stimulation</li> </ol>	<p><b>The Organization</b></p> <ol style="list-style-type: none"> <li>1. Technologically innovative</li> <li>2. High involvement in research and design</li> <li>3. Management styles</li> <li>4. Opportunities for growth and advancement</li> <li>5. Layoffs and restructuring</li> <li>6. Reputation and image of employer</li> <li>7. Financial stability and growth prospects</li> <li>8. Salary, benefits, and compensation</li> <li>9. People in top-level positions</li> <li>10. Personnel policies and flex-time</li> <li>11. Training and continuing education</li> <li>12. Required relocations and transfers</li> <li>13. Public or private employer</li> <li>14. Well established vs. fledgling company</li> </ol>
<p><b>The Industry</b></p> <ol style="list-style-type: none"> <li>1. Growth history</li> <li>2. Future need for goods and services</li> <li>3. Dependence on the business cycle</li> <li>4. Dependence on government policies and programs</li> <li>5. Long-term future potential</li> <li>6. Record of layoffs or downsizing</li> </ol>	<p><b>The Location</b></p> <ol style="list-style-type: none"> <li>1. Proximity of graduate schools</li> <li>2. Opportunity for partner's career</li> <li>3. Climate</li> <li>4. Cost of living; distance from work</li> <li>5. Community life; environment</li> <li>6. Location of company headquarters and branches</li> </ol>

Written by Thomas Denham, Reprinted from JobWeb.com—Career development and job-search advice for new college graduates, with permission from NACE.

# THANK YOU LETTER-- MORE THAN ONE INTERVIEWER

One Hunt Lane  
San Acacia, NM 87831  
April 2, xxxx

Dolores Van Sant, Ph.D.  
Superintendent of Schools  
Greater Albuquerque School District # 2  
98 Taos Avenue  
Albuquerque, NM 87125

Dear Dr. Van Sant,

Many thanks for your coordination of my enjoyable and enlightening day last Thursday, March 29<sup>th</sup>. After interviewing with you and Mr. David Balucci, Mr. Brian Candace, Ms. Gail Peterson, and Ms. Alvera Vadito, the prospect of working with your progressive school district as a Junior Career Counselor became a major priority towards the fulfillment of my career goals.

This letter comes to thank all of you for the time you spent with me and the interest shown in my candidacy. As I mentioned, my Master's degree in Counseling and my volunteer experience with San Acacia's "Project Job-Seek" would prove most helpful to your district's efforts. In addition, my demonstrated leadership qualities and analytical and organizational skills would be an asset to your extensive counseling efforts.

I look forward to hearing from you again soon and to begin a rewarding career with the district.

Sincerely,

Geraldine Wyckoff

cc: Mr. David Balucci  
Mr. Brian Candace  
Ms. Gail Peterson  
Ms. Alvera Vadito



## THE CAREER CENTER AT LOYOLA UNIVERSITY MARYLAND

### On-Campus Recruitment Program – Participation Guidelines

1. Participants activate their account and update their profile on Hounds4Hire.
2. It is expected that participants meet all company requirements (i.e. abide by company stipulated GPA cut-offs and major requirements) before signing up for an interview. Interviews are open to all Loyola University undergraduate and graduate students who meet the requirements set forth by the employing organization. Alumni/ae are able to participate in the On-Campus Recruitment Program. However, priority is given to current students.
3. All participants must attend the *Effective Resumes and Employment Correspondence*, *Interviewing for Success Part I*, and *Interviewing for Success Part II* workshops **before** the date of their first on-campus interview appointment.
4. An **Open** interview schedule indicates that any student that meets the requirements listed by the employer is invited to select an interview time.  
A **Pre-Select** interview schedule indicates that the employer would like to review the resumes and select the candidates that they would like to interview on campus. Once the employer selects the candidates and notifies The Career Center the interview time slots will be released.
5. Sign-ups are on a first-come, first-served basis. **Students can sign up on HireLOYOLA on designated sign-up days.** Be sure to confirm your time by looking at the interview schedule before you exit the system. **BE CAREFUL** - use the “edit” feature to change your time, once you use the “cancel” key you will be blocked out of that schedule.
6. Once a participant schedules an interview with a company, he/she is automatically obligated to attend that appointment. In the event that participants are unable to keep an on-campus interview appointment, **that individual must notify The Career Center at least 2 class days in advance. One (1) no-show constitutes suspension** from the recruitment program. Students can only cancel interview appointments in person or by phone, NOT through other students.
7. Additions and/or corrections will be posted on HireLOYOLA and the bulletin board inside The Career Center. **You are responsible for keeping up-to-date with these announcements.**
8. All employers participating in the On-Campus Recruitment Program are expected to comply with equal opportunity employment laws.
9. Snow Policy: When classes are cancelled for the entire day, on-campus interviews are also cancelled for that day and all attempts will be made to reschedule.  
If classes are delayed due to bad weather, contact The Career Center for information regarding interview appointments.

***THE CAREER CENTER RESERVES THE RIGHT TO REPLACE ANY STUDENT ON A COMPANY SCHEDULE IF THAT STUDENT DOES NOT FOLLOW THE ABOVE ON-CAMPUS RECRUITMENT PROGRAM PARTICIPATION GUIDELINES.***