

STEP 4: Interview & Negotiate

Preparation is the key to successful interviewing. The interview is a conversation between you and the employer. While the employer is indeed making a judgment as to whether or not you are the right candidate for the job, you are also determining if this is the right job for you. Keep in mind that:

- The fact that you have been called in for an interview suggests that the potential employer already believes you are qualified for the job.
- The interviewer isn't the only one with an agenda. You have one also. You have a responsibility to convey the contributions you bring to the table and to ask the questions that help you evaluate the fit.
- In general, the better prepared you are for the interview, the more successful you will be in the interview.

For more information: myplan.novaworks.org

My tasks:

Interview

- What do I have to offer?
- Why should this employer hire me?

Negotiate

- Identify financial needs
- Salary data

WORKSHOPS

Ace the Interview

The simplest questions can be the most difficult. Learn how to handle questions about your salary requirements, your weaknesses, and your strengths. Discover effective, proven techniques to prepare you for tough job interviews.

Presenting Accomplishments

Add impact to your interviews by learning how to talk about your successes, highlight your strengths and minimize your weaknesses by turning negatives into positives. ***Ace the Interview is required prior to taking this class. It is recommended to bring your resume and a sample job description to this workshop.***

Behavior-based Interviewing

Behavior-based Interviewing "Tell me about a time when..." Prepare for tough questions about how you have handled situations in your past—both successes and failures. Create your own job profile and practice responding to questions. ***Ace the Interview is required prior to taking this class. It is recommended to bring your resume and a sample job description to this workshop.***

Negotiating the Offer

Discover what's negotiable, other than money. How should you position yourself? What do you ask for first? Can you get a sign-on bonus? Get these questions answered, and practice negotiating with a partner.

CAREER ADVISING

Four ways to get your questions answered:

Career Advising

One-on-one meeting with a Career Advisor. To make an appointment complete our online form: link.novaworks.org/appt

Ask the Career Advisor

Daily group session. See workshop calendar.

Advice Line

Can't get to the NOVA Job Center? Complete our online form: link.novaworks.org/adviceline

Job Search Lab

Time to move forward on your job search! A Career Advisor will be available.

Interview & Negotiating Activities

Here are some activities to assist you in moving forward with your interviewing and negotiating.

Information and resources are available on myplan.novaworks.org

Interview Techniques



- Create a summary statement
- Create targeted PSRs
- Create sandwiches
- Research salary ranges
- Create list of questions to ask an employer
- Draft a thank you letter

Research



- Research employer (products, values, industry, competitors)
- Identify people you know at companies you are interviewing
- Research people you will be interviewing with to target responses

Negotiating



- Research current salary rates
- Define what you want in a compensation package

Next Steps:
