Developing your communication skills for the job interview

St. Johns River State College
Department of Workforce Services

Melissa O’Connell, M.A.
Negotiate:
What you will learn...

- You are at the home stretch, learn how to follow-up and close the deal professionally.
- How to negotiate offers and determine which position is right for you.
After the interview
Don’t forget . . .

- To ask for a business card(s)
- To ask questions and clarify
- To ask about the next step
- To thank them for their time
- NOT to ask about salary and benefits unless brought up
Upon receiving the offer ...

- Re-affirm interest / reiterate ability to “do the job” in your thank you letter or phone conversation.
- Clarify anything from the interview that requires such in the same communication.
- Send a thank you letter to ALL that had input on the decision within 24-48 hours. Close it with something like:
  
  “Looking forward to the next step in the process”.
  
  “Looking forward to being part of your team.”
How to professionally handle multiple offers

Like the domino effect, once you establish a reputation in an industry it follows you. Follow-up both verbally and in writing to all employers who have extended offers to you – otherwise you may be left with no more “dominos” to play with.
Salary Negotiations Considerations:

- Entry-level vs. experienced
- Possess any “relevant experience”
- Bonuses and/or commissions
- Performance reviews
- Do your homework, know typical salary ranges for someone with your degree and experience
Benefits: What to consider

- Contributory vs. Employer Paid
- Tuition Reimbursement
- Pension
- Investment Options
- Vacation Time and Sick Leave
Considering Offers

The entry position, ask yourself:

- Will it enhance my skills? Training?
- Provide relevant and/or missing experience?
- Provide name recognition (size, reputation).
- Will it be compatible with my lifestyle, hours, location and travel?
- How stable is the position (job security).
- If not ideal, is it a great entry point into an organization?
- Advancement or growth potential?
Considerations: People and Environment

PEOPLE
- Values
- Skill level
- Independent / Team Oriented
- Interests
- Mentorship opportunities
- Pleasant
- Energy level

ENVIRONMENT
- Air Quality / Temp
- Sociability
- Noise Level
- Space Availability
Do you want to be a small fish in a big sea? Or a big fish in a small sea?