

## Professional Development Meeting 2.21.17

Laura Sanders, Director Residential Communities

- I. Interview process and salary negotiation
  - A. Start by applying
    1. Check check check your resume (easy way to eliminate people)
      - a) Send to Laura or Amanda Ingram in Career Center
  - B. If selected...
    1. phone/skype
      - a) Make sure you are at a landline or in a location with good service on your cell phone
      - b) Put a sign on the door to keep down knocking/distractions
      - c) Skype: check technology beforehand, check what is in the camera view (bedroom), check for glare as well
      - d) Phone: double check timezones, be energetic (get a mirror maybe?), be aware of pauses (interviewers may have phone muted/figuring out who will ask questions), it is okay to ask to repeat/clarification, make sure you have questions prepared
  - C. On-Campus
    1. You are interviewing the institution/office as much as they are interviewing you; now its about fit, will you be successful at Alabama?
    2. Be yourself (no matter how nervous you are), you have one day to show them who you are so you need to treat them like your best friend,
    3. Do your research: position, office, who you would be meeting with (names/positions), ask for itinerary ahead of time,
    4. Ask about paying for travel/hotel, budget during this time of your life just in case you have to pay for it upfront,
    5. Presentations: be prepared for technology not to work,
  - D. Offers
    1. Be patient, it may take time to get offers out
    2. You have ONE chance to reach out to someone post-on-campus, follow the timeline, but contact them
    3. Thank you cards are a MUST, (Forbes Feb 18), personalize it to the individual, check for spelling/grammar issues, email within 24 hours,
    4. Use connections, it will make you stand out in a list of applicants, add someone YOU supervise to your references
    5. When they offer, will not take a job back by you negotiating, if they say "this is not negotiable" then you can't, know the salary range in order to negotiate (midpoint is realistic),
      - a) Salary, moving expenses, conference travel, start date (be reasonable),
    6. You need to decide if you are going to accept the position even if they don't negotiate...

How to recover when you get a question you weren't expecting  
Taking a gap year?