

## Job-Search Toolkit: Interviews, Salary Negotiation, and Getting Your Foot in the Door

### Ace your interview

- Be confident. Think of an interview as a conversation and ask honest questions
- Prepare: do your research! Know who is interviewing you, learn all you can about the company
- Be yourself--an interview is not just about your qualifications, it's about whether you're a good fit for each other
- Dress for the part--be professional, but be yourself
- To connect over Zoom, smile and move occasionally to seem more engaged
- Keep your answers concise (about 90 seconds) and use examples from your experience
- Be ready to answer standard questions: "tell us about yourself and your experience", "what are your weaknesses", etc. When addressing "weaknesses", show that you're willing to learn and looking to grow
- Know your resume backward and forwards--and be prepared to elaborate
- Emphasize your soft skills
- Practice, practice, practice! Have a strong awareness of yourself and how you come across

### Negotiate your salary

- Always negotiate and never be the first one to offer a number
- Do your research and know your worth by identifying a range. Don't just research job titles, look at job responsibilities
- Practice, don't panic
- Keep three numbers in mind: your goal, your absolute minimum, and what you expect
- Don't negotiate over email, use the phone--and make sure you're talking to the right person
- A good rule of thumb is to keep your counter offer within in \$5-10k of the company's offer
- Keep in mind that salary is only one part of your compensation--look at all your benefits
- If they ask for your previous salary, try to push it off: "I can discuss that once I understand this position better"
- If your previous salary is public, don't get discouraged--that could be why you are making a transition
- Don't be afraid to ask, but be ready to compromise. Know your worth, but also know what's practical--it's possible the negotiation won't end with the salary you wanted, and it's up to you if you want to move forward

### Getting started in your new position

- Start any new job by listening. Offices have different cultures and there is a lot to learn
- Take initiative, be ready to pitch in, and be patient. Have a good attitude and don't act like tasks are beneath you
- Make sure you ALWAYS show integrity. Your professional reputation will follow you
- Have a growth mindset and keep an open mind
- Not getting to your number? See if you can renegotiate in 6 months once you've proven yourself

### Renegotiate your salary

- Renegotiate your salary
- Get clarity on when your next review is, so you know when you can ask for a raise or promotion
- Keep a running list of your accomplishments to be prepared for your next negotiation

## **If you didn't get the job, now what?**

- Be gracious and thank them--you never know when another position might open up
- Go back to networking--leverage your contacts and membership networks. Use your connections to get your resume to the top of the pile--personal recommendations go a long way
- Connect with peers and those one step ahead of you, not necessarily the CEO
- When you have an informational interview, ask them to introduce you to someone else