

# **CAREER BASE CAMP**

## **Day 3: Build your Network**

# After the Interview

- There are several tactics you can utilize during and after your interview. This presentation will go over these topics.
- Helpful Tip: Talk with Business Career Services (located in GARFF 1300) for more advice on interviews and other career topics.

# Final Question

- We recommend using the final question you ask in the interview to gain insights on the next steps.
- Utilizing this question for more information will help you know what to expect.

# Take Notes & Plan

- Right after the interview, it can be beneficial to take notes on what was discussed.
- Use these notes to remember what happened, have a reference when you communicate again, and make an action plan.

# Send a Thank You

- A Thank You note, either hand written or emailed, is a great way to finish off an interview.
- We recommend sending within 24-48 hours after your interview.
- Mention items you noted and thank them for their time and consideration.

# Getting a 2<sup>nd</sup> Interview

- If you are asked to return for a follow-up interview, review the notes you took from the first interview as well as perform further research.
- Research anything that you had questions on as well as anything that sparked your interest in the earlier interview.

# Negotiation

- Wait to negotiate salary, benefits, and any other items until you have been given the job offer.
- Perform research before your negotiation to ensure that your expectations are realistic and seen in other similar positions.

# Understanding the Offer

- Understand that there are multiple components to a job offer. This includes salary, other compensation like bonuses, benefits, work schedule, etc.
- It is ok to ask for time to think about the offer and review all the components. However, be respectful of their time.



# Replying to an Offer (either way)

- It is important to reply to an offer, whether you choose to accept or not.
- Remember, firms may have connections and not responding or renegeing after accepting can limit your chances with more groups than just that company.

# Advice for New Hires

- Utilize your strengths.
- Know that you have potential, and it is ok to not know everything on the first day.
- Be prepared and work with others in similar positions.