After the Interview

Engineering Career Services
Our Goal:
Provide resources and opportunities to help engineering students develop professional skills and obtain full-time employment upon graduation.

We Are Here to Help YOU!

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# Student Guide to Employment

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See the ECS website for information on all ten steps
What will we discuss?

• After the Interview Protocol
• Thank You Letters
• No Offer Protocol
• Offer Protocol
• Evaluating Offers – Qualitative & Quantitative
• Negotiations
• Transitioning from College to Work

Feel free to ask questions at any time!
After the Interview

• Evaluate your interview
  – Every interview is a learning experience, make sure you strengthen your skills by reviewing your individual performance

• Follow-Up with Employer
  – Professionally pro-active
  – Thank you email within 48 hours of the interview
Thank You Letters: Protocol

• Send within 1 to 2 days
• Personalize to each person that interviewed you
• Handwritten, printed, or emailed are all acceptable
• Use email if there is a chance that the employer will be making a decision before a mailed note would be delivered
• Proofread and make sure names are correct
Thank You Letters: What to Include

• Thank them for their time and opportunity to discuss the position
• Express your continued interest in the position
• Personalize the note by referring to something the interviewer mentioned that solidified your interest in the position
• Remind the person of a few of your strengths that make you a good match for the position
No Offer Protocol

• Thank the person for considering you
• Ask if there are other positions in the company that you should consider
• Ask for feedback on your interview and advice for future interviews
• Do not take it personally – Hiring decisions are often complicated and based on many factors
Offer Protocol

1. Verbal Offer
2. Written Offer
3. Evaluate
4. Negotiate?
5. Accept or Decline
6. Discontinue Job Search (when a position is accepted)

“We believe in paying our employees as much as they need. Since you’ll be at your desk 90 hours a week, you won’t need much.”
Verbal Offer

• Show excitement

• Express gratitude for the offer

• Do NOT accept the job yet
  – Wait for the written offer

• Do NOT decline unless you are absolutely positive that you do not want to work for the company

• Discuss the next step and schedule
Written Offer

• Should include:
  – Job Title
  – Salary
  – Start Date
  – Department or Supervisor
  – Benefits Package
  – Deadline to Respond

• There is still time to ask questions and investigate

• Never accept until you are ready to fully commit
Evaluating Offers
Quantitative Factors and Qualitative Factors
Evaluating Offers - Quantitative

- **Salary** – Research ECS website primarily, NACE salary Calculator in CyHire
- **Signing Bonus** – One time and heavily taxed
- **Health/Dental/Life & Disability Insurance** – Sometimes hard to compare
- **Vacation Time** – 5 or 10 days/year is standard for entry-level position
- **401K/Retirement Plan** – Few pension plans left, 401K should have matching component
- **Cost of Living** – Calculators on Financial Counseling Clinic Site or other sites
- **Evaluation and Raise Process** – Some come with guaranteed increases after certain amount of time or training
- **Relocation Expenses, Temporary Housing** – Common and a nice front-end benefit
- **Overtime Pay** – Can be very important because engineers often have project deadlines
- **Education Reimbursement/Wellness** – Important for personal and professional growth
## Useful Websites

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<tr>
<td>Engineering Career Services</td>
<td><a href="http://www.engineering.iastate.edu/ecs/students/">http://www.engineering.iastate.edu/ecs/students/</a></td>
</tr>
<tr>
<td>Info on Personal Finance</td>
<td>(<a href="http://www.bankrate.com">www.bankrate.com</a> or <a href="http://www.kiplinger.com">www.Kiplinger.com</a>)</td>
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Evaluating Offers - Qualitative

• Core Values of Company – Do they align with your values?
• Type of Work – Will you enjoy the work and be challenged?
• Opportunity for Advancement – Is there a career path for you?
• Industry Stability – Are current or advanced technologies used? Is the industry heavily affected by economic factors? Is it a growth industry?
• Education – Internal training programs, workshops, mentors, etc.
• Travel Requirements – Higher in some industries like oil, construction, and consulting
• Ownership Structure – Public, private/family, employee-owned
• Happy Filter – Money is important but it can’t buy happiness. Need to also consider weather, recreation, distance from family, culture, etc.

REMEMBER TO RESEARCH & ASK QUESTIONS!
Dealing with Multiple Offers and Interviews

• Never accept an offer until you are ready to fully commit
• Ask for more time to consider an offer if you need/want it
  – ECS Policy: 3 weeks minimum
Time for Consideration

• Example Response

  “I really appreciate this offer, but I would like a little more time to consider it. I have learned from Engineering Career Services, that the College’s policy is for employers to give students a minimum of three weeks to consider job offers. You likely weren’t aware of this policy, but would it be possible for you to extend my deadline to meet this policy? The policy can be found online at http://www.engineering.iastate.edu/ecs/policies/. Again, I am grateful for the offer and am inclined to accept it, but need more time to solidify my decision.”
Negotiation

- Not often required for entry-level positions
  - Companies know the market very well and do an excellent job of analyzing your fit with the market

- Negotiate if...
  - you have good reason to believe the offer doesn’t match your value or market
  - a better offer will affect your decision

- If you are in a position to negotiate, be prepared to clearly present your case and support it with data
  - Statements regarding your value
  - Average starting salary adjusted for your GPA and work experience
  - Cost of living
  - Other written offers you have in hand
Tips for Negotiating

• Be respectful
• Be clear on your concerns and your proposal
• Use facts and data to support
• Always keep the door open and the decision in your control. Never give ultimatums or make threats
• Be willing to compromise
• Get the agreement in writing

See the ECS website for more information
Transitioning from College to Work

• **Finances:** Money Management, debt management and budgeting (FCC is very helpful)

• **Build Trust:** Listen and be extremely flexible in your learning, follow through on projects, and be open and honest when in over your head.

• **Seek out a Mentor:** Find someone who “knows the ropes” to guide you and give you advice.

• **Keep a Journal:** You will receive a lot of new information; write important things down to reference later.

• **Develop a Professional Network:** Keep a list of contacts and get to know people.

• **Research your Industry:** Be prepared to talk about business news and current events.

• **Be Appreciative:** Say and write “Thank You” often. Be nice to everyone.
Questions?
Thank You for Attending!!!

Please take a few minutes to fill out our survey.

Full schedule of upcoming career seminars available on ECS website!