INTEGRING & JOBS OFFERS

Before, during, and after

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INTERVIEWS & JOB OFFERS WORKSHOP

INTERVIEWS

BIG PICTURE

- Typically the last step of the job search process
- Most widely used selection method for employment
  * Shifting market over next 15 years (McKinsey and Co.)
  * Changing needs; more emphasis on ability to learn
- Also commonly used in selection for internships, fellowships, etc.
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INTERVIEWS

BEFORE

- Do your homework
  * Research the employer (news, mission, values, successes, challenges, etc.)
  * Learn as much as possible about the interview and interviewers
  * Find common questions by occupation/employer/industry (e.g., Glassdoor)

- Prepare
  * Be ready to talk about yourself, your work, your education (in great detail)
  * Be prepared to explain red flags
  * Be prepared with substantive questions for interviewer(s)

- Practice, practice, practice!
  * Helps manage both verbal and behavioral cues
  * Helps anxious candidates be more assertive and interpersonally warm

INTERVIEWS

THE DAY OF

- Get enough rest the night before

- Bring your materials: resume, cover letter, references, portfolio, papers authored, list of questions for interviewer(s), writing pad & pen

- Manage your appearance
  * Dress appropriately, on the conservative side
  * Avoid certain colors, be aware of scents
  * Clean & sharp: nails, hair, make-up, etc.

Proven Perks of the Power Pose!
Benefits of candidates performing a power pose prior to an interview include boosting confidence, self-esteem & specific physiological responses such as lowered levels of cortisol, the hormone associated with stress. Cuddy et al. 2015
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INTERVIEWS

DURING

- First Impression: the Goldilocks handshake
- Address the interviewer formally (Ms., Mr., Dr.)
- Non-verbal eye contact, posture, smile, nervous ticks
- Verbal enthusiasm, tone, articulate, volume, fillers
- Listen carefully before answering, do not interrupt!

INTERVIEWS

AFTER

- Reflect and self-evaluate
- Send thank you communication
  * Express appreciation
  * Reference position and interview date
  * Your interest in the job, reiteration of your qualifications
  * Indication that you are looking forward to hearing from them
- Following Up
**INTERVIEWS**

**ADDITIONAL TIPS AND GUIDANCE**

- Have a positive attitude
- Keep your references informed
- Don’t interview if you have accepted another offer
- Do not disparage former employers or specific people

Extra considerations for phone interviews

- Quiet space
- Plan for extra time
- Reliable service
- Prepare early phase questions
- Have your materials ready
- Audiovisual: attire, clean background, good lighting

**JOB OFFERS**

**THE FINISH LINE**

- Receiving a job offer
  - most likely over the phone, request it in writing as well

- Possible reactions
  - *Sure* inform employer that you accept and look forward to joining
  - *Unsure* thank them and ask for some time to consider the offer

- Negotiating
  - Salary negotiation can be tricky, be respectful, and have reasonable expectations
  - Other aspects might be easier to negotiate (e.g. vacation, flexible hours, benefits)
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VISIT US ONLINE!

Students

Job Search Tips

- Networking: Build relationships with people who are in your desired field. They can provide valuable insights and opportunities.
- Tailor your resume and cover letter for each job application. Highlight how your skills and experience match the job requirements.
- Practice interview questions and scenarios to build your confidence and improve your performance.
- Stay informed about industry trends and company news. This will help you understand the context of your interview and prepare your responses accordingly.
- Ask for feedback: Request constructive criticism from people you trust to help you improve your skills andGrow your professional network.

Welcome to Career and Alumni Services at UTHealth School of Public Health!

The career center is here to help you develop your professional skills and prepare for a successful career. We provide resources, workshops, and events to help you navigate the job market and achieve your career goals.

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