



## Drexel University School of Public Health Career Guide

Prepared by:  
Office of Student Affairs  
Drexel University School of Public Health



Congratulations! If you are reading this Career Guide, you most likely are involved in your career search.

Planning your career starts early and should be fun and exciting. Explore career options in your first year by talking to alumni in a variety of fields, and finding internships/summer jobs that will assist you in determining and/or confirming your choice of concentration and/or program. In your final year, you should be actively applying for jobs and/or graduate school. Along the way, take advantage of the many services that the Drexel (including the Steinbright Career Development Center) offers you and attend as many lectures, seminars, and networking events as possible. The past shows that students who start thinking about and exploring career choices in their first year are more successful and have less anxiety about life after graduate school than students that wait until the final months of their second year.

We are working diligently to expand the access that you have to job and internship opportunities, as well as graduate school information. Employers and graduate schools continue to be impressed by our graduates, and as a result, the demand for Drexel public health graduates/students continues to rise. Your hard work will assist in this continuing demand and ensure that Drexel School of Public Health students will have the same access to opportunities that you have today. Keep up the good work and as always, let us know if we can assist you in your career and graduate school preparation needs.

This career guide provides relevant and practical strategies to help you during your career planning process. Conducting a proactive job and/or graduate school search is your responsibility, and as partners, we are committed to helping you along the way.

We look forward to working with you!

The Student Affairs Office

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**Job Search Checklist**

***JULY - AUGUST***

- Begin updating your resume.
- Consider your strengths, weaknesses, skills, experiences, interests, and workplace values as they relate to your career plans.
- Research the various types of organizations within your concentration (i.e. CDC, RAND, NIH, Global Health Fellows Program, etc.). Explore various organization websites to learn about what kinds of positions are available for public health professionals.

***AUGUST - NOVEMBER***

- Contact the Steinbright Career Development Center (2<sup>nd</sup> floor of the Bellet Building) to schedule an appointment to review your resume and discuss any career issues.
- Attend workshops and seminars related to resume writing, interviewing, and other career development activities.
- Conduct Informational Interviews with contacts in career fields that interest you.
- Develop off-campus job search and networking strategies. Draft a cover letter and have it reviewed by a Career Development Center staff member. Also draft a thank you letter for any interviews that you plan on receiving and have it reviewed.

***DECEMBER (and MARCH)***

- Use semester break to identify employment opportunities through networking.

***JANUARY – JUNE***

- Apply for open jobs.
- Attend Career Fairs and Networking Events.

# The Career Plan

Your career success begins well before you obtain a full time job. During your college career, you should take the necessary steps in order to assess your skills and interests; explore and narrow options for future careers; decide on career goals, and implement those goals. Below are some critical components that you can use as a guide to building a future full of career success.

- Assess your strengths by reflecting on your previous work, practicum, CBMP and practicum experiences. Take a career assessment instrument such as the Meyers-Briggs Type Indicator, Strong Interest Inventory, and 16PF- Personal Career Development Profile. These assessments are available at the Drexel Steinbright Career Development Center. Review skills that you may need to improve and develop a plan for improvement
- Conduct *Informational Interviews* with people who work in the occupation in which you are interested.
- Join a departmental club or professional association. These organizations will have others with similar interests, and you'll have an opportunity to meet professionals who work in your field.

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## SELF-ASSESSMENT

- Begin to determine the type of people you want to work with, the rewards you are seeking from your future career, etc. Spend time developing the skills that will lead to your future success.
- Develop your leadership skills through the organizations to which you belong. Chair a committee or lead a project. Volunteer on a project that is related to your chosen profession if possible, and do community service.
- Use the summer to do an internship.
- Choose a concentration that interests you, motivates you to learn, and matches your interests and abilities. Talk with faculty, alumni and other students to find valuable information and hear firsthand experience related to your concentration.

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## EXPLORE AND NARROW OPTIONS

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## IMPLEMENTING GOALS

- Begin your search for a full time job or graduate admissions at least 6 months (9 months for government jobs) before you graduate! Ideally, you can obtain a job 2 to 3 months before graduation!
- Attend job fairs, and use job-hunting web sites such as the APHA Career mart and the Public Health Employment Connection to identify opportunities. Use your network of contacts from informational interviewing, campus organizations, and other activities in which you've been participating.

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## DECISION MAKING AND GOAL SETTING

- Use your practicum and CBMP experiences to create a list of jobs, organizations, and/or fields that you want to work in.
- Attend workshops on resume writing, interviewing, and job search skills.
- Begin screening potential employers and/or graduate programs that fit your needs. Narrow down your choices and learn what it takes to reach your career goals.

# Resumes and CVs

Think of your resume in terms of a marketing campaign in which you may have only one chance to convince your audience to take a look at your product further.

Human resource representatives don't have time to study a resume. They want to see a resume that impresses them. Even the most standout resume won't guarantee a job offer, but a good one can certainly increase your chances of landing an interview.

Whether you are considering a summer job, internship, career change, or want a full-time position, a high quality resume is your first key to success.

## *Steps to Success*

Your goal is to communicate your qualifications, skills, and experiences in a manner that will make you stand out from the rest. The steps listed below will assist you in making some basic decisions on how to begin.

Just as it would not be wise to create a marketing campaign without knowing your product, to start your resume without being aware of what you have done can result in an ineffective campaign. First, focus on your content. Once you have thoroughly outlined your skills and experiences, you can begin to think about how you want to present your information.

### **Step 1: Gaining Experience**

Don't rely on your degree alone. A common resume writing error, especially among new grads, is to use a newly earned degree as your sole qualification. It is understandable; after all you have worked hard to earn the degree. However, experiences such as internships, jobs, volunteer work, extracurricular activities, and memberships in professional clubs are all good "resume builders". Start

now! It is never too late to get involved.

### **Step 2: Gathering information**

To begin, make a list of any experiences you have had. Sort your experiences into categories with detailed and concise information. Think about what the employer needs to know.

### **Step 3: Types of Resumes**

The format you choose for your resume will depend upon how you want to present your information. The following two styles, chronological and functional, are used most frequently.

**Chronological** is the easier and more popular style. This style presents a candidate's background by discussing each job or activity in reverse chronological order. It emphasizes job titles and organization names. Chronological resumes are generally used by individuals with a stable work history. Beginning with your most recent experiences and going backwards, this format provides the employer with the position held, name and location of organization, dates worked, and specific job responsibilities.

**Functional** resumes, on the other hand, focus on skills and qualifications of the individual. Categories are defined by what you would like to highlight. Individuals use this format when they want to highlight their skills, have large gaps in their employment records, are making a career change or are concerned about the number of jobs they have had. If you are considering using a functional resume, it may be best to use a combination of the two resume types to avoid employers' questioning what you may be hiding.

## *Use Chronological*

Employers' preference for resumes from undergraduate students is usually the chronological resume. Only use functional resumes as a new graduate when you have a great deal more experience than the typical undergraduate. In addition, you can use a combination of the two styles. Check with the career center for more information.

### **Step 4: Choosing a Style**

With the exception of a few basic guidelines, resume style is a unique choice made by each individual. If you handed your resume to five different people, each would probably have a different idea on how to present your information. Deciding

## *PROOFREAD*

Watch for trick words like "from" that you may have been spelled as "form". A computer spell check will not catch this. Have many different people review your resume. An error may cost you an interview.

which type of resume to use will depend upon your current goals and your particular experiences. While it is not possible to create experiences that you do not have, it is possible to choose a resume style that will most effectively present the skills and experiences you do have.

When creating your resume, leave a sufficient amount of white space so that it does not appear too crowded. Most important, check and double check for errors! Read it backwards, making sure all words are spelled correctly. Read it forward, reviewing your use of grammar and punctuation.

## Sections of the Resume

Listed below are categories you can include on your resume. You can add or subtract from these as you see necessary or change their order. Jot down any information you can think of that might fit into a section. It is easier to cut back on your information than to stretch it. Next, rewrite your information in short phrases. Finally decide on a format and create a rough draft.

### Contact Information

It is important that an employer can easily contact you! Include both a local campus address and a permanent address. Include your proper name, address, and phone number. Be sure to include zip codes and area codes. You should also include your email address. When creating an email address, be sure to choose an email address that represents you well.

### *Cell Phones*

Cell phone numbers may be listed on your resume but be sure to have a voice mail message that represents you well. Be sure to also answer your phone in a business-like manner (i.e. Hello, this is Jim, may I help you)

### Job Objective

The objective is an optional section that describes your motive for applying for a position. The objective should be specific and focus on your skills. According to many experts, this section is no longer necessary for a new professional. Most graduates are looking for a “challenging position that would utilize their skills.” Unless you are looking for something very specific, a general statement about your professional objectives can be included on your cover letter.

**Bad Objective Example:** A job in the field on public health where I can gain experience

**Good Objective Example:** To obtain a health policy analyst position at the DelVal Institute for Injury Prevention that will allow me to utilize my research and communication skills; and my previous occupational health experience.

### Summary/Profile

This section should list only skills, experience and abilities relevant for the position that you are seeking. This section allows the reader to see ‘upfront’ that you have the skills they are looking for in a candidate.

### Education

List any educational experiences starting from your most recent and working chronologically backwards. Each should have the name and location (city, state) of institutions attended; degree; major(s); graduation date; minors; and certifications in specialty areas. Be sure to include any certifications, honors, and dissertation/thesis research.

#### Example:

**Drexel University School of Public Health**, Philadelphia, PA

DrPH., Community Health and Prevention - Expected: June 2011

Dissertation: “Living in the City: A Critical Analysis of Hunger and Nutrition in Poverty Stricken Cities”

**Indiana University of Pennsylvania** Indiana, PA

MPH, George Washington University - May 2005

Graduated Magna Cum Laude

**Addis Ababa University**, Addis Ababa, Ethiopia

Faculty of Medicine, MD – October 2003

### Additional Skills

List any computer skills, language skills, certifications, etc., that are relevant to the position/career field.

### Professional (or Public Health) Experience

This section is used for experiences that are directly related to your career. These should include jobs, internships, CBMP and practicum experiences, volunteer work, and summer employment.

List each experience, starting with the most recent and working backward. Be sure to include: position held, name of organization, city, state, dates worked, and a brief description of your duties. List your responsibilities using action verbs and bullet points.

### Other Work Experience

This section is similar to Professional Experience; however, the items listed are not directly related to the career path you are seeking. Do not underestimate the importance of this section. Many skills are transferable, such as leadership, communication skills, administrative responsibilities, etc. This section is optional and may be combined with the Professional Experience section in an “Experience” section

### Activities and Organizations

Membership in clubs, organizations, volunteer work, committees and other extracurricular activities are included in this section. Make sure you prioritize your involvement by listing the areas directly related to your career goals first. Be sure to list any leadership positions held.

### Honors and Activities

Mention community awards, and any other special recognition. If you have a significant amount of information in this area, choose the ones that best apply.

### References

It is helpful to indicate how an employer should proceed if interested in obtaining references. Most individuals use the phrase "Available upon request". Most employers require references. They most likely will assume you will provide them. If you need space, this may be deleted.

## ***ONE OR TWO PAGES?***

Most resume readers prefer the single page format, particularly for recent graduates. Go to two pages only if you feel you would be omitting critical information or if you are applying to positions in government or academia. Remember that the first time most employers review a resume, they only look at it for 10-30 seconds before they make a decision, which means that they may not get to a second page.

## **The Do's and Don'ts**

### **Do...**

- ◆ Be clear, concise, and precise
- ◆ Use fully understood abbreviations, i.e., B.S.
- ◆ Include a cover letter
- ◆ Proofread
- ◆ List a page number and your name on each additional page

### **Don't...**

- ◆ Lie or exaggerate about your accomplishments
- ◆ Use personal pronouns like "I," "she"
- ◆ Staple or paper-clip pages
- ◆ Write long paragraphs or sentences
- ◆ List high school education

### **CURRICULUM VITAE (CV)**

What is the Difference Between a Resume and a Curriculum Vitae (CV)?

**Resumes are used to provide relevant and concise information to an employer, while CVs are much longer and more in depth. CVs are typically used for academic, medical, and in some instances international positions. A CV can include any and all of the following categories:**

- Professional, Vocational or Research Objective
- Summary of Qualifications
- Professional Licenses or Certifications
- Education including Post Graduate, Graduate and Undergraduate Degrees and Studies
- Listing of Relevant Course work to Match Career or Academic Objective
- Educational or Professional Honors or Awards
- Scientific or Academic Research, Laboratory Experience and Related Skills
- Description of Thesis or Dissertation, Papers Written, Publications
- Academic or Professional Presentations
- Related Extracurricular Activities, Professional and Association Memberships
- Community Involvement
- Work Experience - Paid or Volunteer
- Technical and Specialized Skills such as Computer Programming or Laboratory Instrumentation
- Interests - Future Academic or Professional Goals
- Travel / Exposure to Cultural Experiences
- Foreign Language Skills

## ***Sending Correspondence Electronically***

*Below is a list of considerations that you should use when sending your information to an employer electronically:*

- If you are sending a document as an attachment, be sure that the employer has the proper software that will allow them to open the document.
- If you are unsure that the employer has compatible software to yours, send the document in multiple ways (MS Word, Rich Text Format, Adobe (pdf), etc.)
- Be sure that you spell check and proofread all of your correspondence
- Copy your email address into the BCC: field so that you receive a copy of the email just as the employer would have received it.
- If your email system allows you to, use a "delivery receipt" to confirm that your email was delivered to the correct individual.

# Cover Letters

Cover letters serve as an introduction to a potential employer. A good cover letter motivates the potential employer to read the attached resume and, subsequently, invite you to interview for the position you are seeking. In addition to creating an image, a cover letter provides information about how to contact you, how you identified the employer, what action you want the employer to take, and what additional material is enclosed with the cover letter.

**Introduction:** This section establishes the purpose of the letter. It normally is comprised of up to 4 sentences dealing with why you are writing to the employer. The goal of the introductory paragraph is to attract attention. Strong opening sentences excite the employer and motivate him or her to continue reading. If you're writing to someone to whom you've been referred, be sure to name your referent in this section.

**Body:** The body of the letter markets your credentials to the employer. In this section, show how your background matches the job for which you are applying. Establish a connection between what you have to offer and the employer's needs by briefly describing some high points of your background. Don't repeat everything on your resume; create a desire to read the resume to get the details.

**Closing:** This section should be brief and direct. State that you like an interview, and include the phone number/email address that the employer can reach you to set up an interview.

## Important Points

- Addressing the letter to a specific person is best.
- Tailor each letter to each employer and job. Learn all you can about the employer before you write, and know why you want to work for that organization.
- Limit the letter to one page in length unless there is a reason to use more pages.
- Try to be "reader-oriented." Use "you" or "your organization" more than you use "I" and "my."
- Don't forget to sign the letter. Omitting something simple like this is often a sign of carelessness. Use an electronic version of your signature if you are sending via electronic methods.

## Wording Tips

- ◆ Trim the fat, instead of "in the absence of" use "without".
- ◆ Instead of using "I was in charge throughout the entire project" use "I remained in charge of the project".
- ◆ Instead of using "The final decision was made by me" use "I made the final decision"

## BASIC COVER LETTER DESIGN

Your full address

Date of mailing

Employer's full name

Employer's title

Organization's name

Full Address

City, State and Full zip code

Dear \_\_\_\_\_,

Introduction:

1. How you identified the internship or position opening
2. Discuss any personal contacts you have within the organization who may be contacted as references
3. Describe the position for which you are interested and state your reason for sending your marketing package

Body:

1. This section is usually one to three paragraphs
2. Call particular attention to the experience and potential skills you have that pertain to the internship or job opening
3. If your career objective is not placed on your resume, it may be included here
4. If possible use quantifiable information when describing your skills i.e. I increase sales by 20%.

Closing:

1. State when you will telephone the site to confirm whether your resume has been received and favorably reviewed
2. Mention the possibility of setting up an interview
3. Mention what action you would like taken and list what materials are enclosed

Sincerely,

*Your full signature*

Your full name typed

## ***SAMPLE COVER LETTER***

1505 Western Ave.  
Philadelphia, PA. 19118

September 19, 2004

Mr. John Johnson  
Personnel Representative  
Public Health Research Institute  
4378 E. Mann St.  
San Diego, CA 55555

Dear Mr. Johnson:

I am writing to apply for the Research Analyst (HIV/AIDS) position at the Public Health Research Institute. Dr. Lane Fontaine, who is a former employee of your organization, suggested that I apply for the position. I feel that my analytical skills along with my previous research experience related to sexually transmitted diseases make me a great fit for the position.

I will complete my MPH degree at the Drexel University School of Public Health this coming June. The program combines innovative teaching methods with community-based experiences to help to prepare graduates to lead the nation's public health system. My coursework along with my community related experience has provided me with a solid background in research. My internship with the Global Health Fellows Program has permitted me to apply what I have learned in the classroom. At my internship I was able to conduct research related to HIV/AIDS in West Africa. For instance, I worked on a study in Ghana that examined the causal pathways to HIV/AIDS. This research was featured in the Journal of Public Health and has led to new thinking about ways to prevent HIV/AIDS. I have also honed my communication skills by presenting at national conferences. Additionally, I interact well with others and display enthusiasm and persistence at work.

In addition to the experience listed above, I have completed a practicum with the local public health department in which I examined the spread of H1N1 infections in Philadelphia. Moreover, I performed extensive research related to HIV/AIDS in Caribbean populations. Specifically, I conducted an analysis of perceptions of doctors that treat large Caribbean populations. I also was a field recruiter for the EARLI Study, which is examining the possible environmental risk factors for autism. My work experiences, along with the education I have received, give me the necessary skills for this position.

My resume is enclosed for your review. I would welcome the opportunity to discuss my qualifications further. I can be reached at (619) 555-1212 or via email: jsanu@yahoo.com. Thank you for your consideration.

Sincerely,

*Jonathon Sanu*

Jonathon Sanu

## Sample Resume: Seeking Full-Time Entry Level Position

Jamela Wafford  
245 Vine St., Apt. 210  
Philadelphia, PA 19102  
(215) 955-3034  
Cell: (617) 453-9876  
jwafford@drexel.edu

**PROFILE:** Dedicated, creative and thorough public health advocate with experience in HIV research, health education, and biostatistics. Flexible team player with expertise in:

- Data Analysis
- Data Collection
- Program Design and Evaluation
- Development of Performance Indicators
- Epidemiological Skills
- Working with Multi-Center Project

### **EDUCATION:**

**Master of Public Health (MPH)**, Drexel University School of Public Health, Philadelphia, PA, Expected June 2011

- Nominated for Delta Omega Honor Society
- Completed 500 hour Community Based Research Project regarding the efficacy of providing health screenings in local homeless shelters. Research was conducted in conjunction with the Philadelphia Public Health Department.
- Completed 120 hour Practicum in collaboration with Merck reviewing clinical trial data.

**Bachelor of Science (BS) in Biology**, Stanford University, Stanford, CA, June 2008

- Graduated with Honors (GPA: 3.9)
- Inducted into Phi Beta Kappa Honor Society

### **PUBLIC HEALTH EXPERIENCE:**

**Graduate Research Assistant**, Drexel University School of Public Health, Philadelphia, PA

July 2010 - present.

- Performed a feasibility study related to using text messaging to deliver health education messages to teens
- Produced a manual including guidelines for communicating health education topics to young adults
- Conducted literature reviews, teacher and student surveys

**Staff Research Associate**, Department of Immunology, Wistar Institute, Philadelphia, PA

September 2008 – June 2009.

- Conducted clinical research using intravascular ultrasound to assess transplant coronary disease.
- Investigated the role of natural killer cells in different systems such as HIV-infected lymphocytes and tumor cells.
- Acquired skills using such methods as immunoglobulin staining, maintenance of cell and tissue culture, and sterile techniques.
- Analyzed data and prepared statistical and graphical presentations.

### **OTHER EXPERIENCE:**

- Student Government Representative, Drexel University School of Public Health, Philadelphia, PA, present.
- Program Coordinator, Youth Health Network Camp, Boston, MA, Summers of 2005 and 2006. .
- Science Fair Judge, Madera County School System, Amherst, MA, 2003 - 2005.

### **HONORS AND AWARDS:**

- American Federation for Clinical Research trainee investigator award, April 2010.
- Received Undergraduate Research Opportunities Grant, September 2007.

### **SPECIAL SKILLS:**

Languages: Fluent in Spanish and English. Basic understanding of French.  
Computers: Proficient in Word, Excel, Access, SAS, and SPSS

## Sample Resume: Experienced Candidate

**Famous Student, MSN, MPH**  
Famous\_student@hotmail.com

**Permanent Address**  
43 Saturen Way Dr.  
Pensacola, FL. 23514  
(850) 348-0976

**Campus Address (Until June 15)**  
245 Vine St, Stiles Hall Box 234  
Philadelphia, PA. 19102  
Cell: (850) 674-1234

### ***SUMMARY***

Results oriented leader with over 15 years of progressive responsibility in clinical and preventive health care. Excellent interpersonal skills combined with independence, adaptability, and ability to make and implement difficult decisions.

### **EDUCATION:**

**Drexel University School of Public Health** - Master of Public Health, June 2011 (GPA 3.9)  
• Delta Omega Honor Society

### **University of Florida**

Master of Science in Nursing, May 2002 (GPA 3.8), Bachelor of Science in Nursing, May 1992 (GPA 3.01)

- *Dean's List, four semesters*
- *Recipient, Research Assistant Scholarship. 1990*

### Continuing Education

Public Health Informatics Certificate, Emory University, 1995  
The Psychology of Nursing, Georgia State University, 1993  
Advanced Practices in Critical Care Nursing, Georgia State University, 1992

### **CERTIFICATION/LICENSURE:**

- Advance Cardiac Life Support, 1993
- Registered Nurse, Florida, Georgia, and Pennsylvania

### **HEALTHCARE EXPERIENCE:**

Hahnemann University Hospital- Philadelphia, PA

**Nurse Manager, 5 North** (June 2004 to present)

- Manage the total nursing care regimen of a 44-bed combined Post Intensive Care Unit and medical-surgical unit
- Interview, hire, and terminate personnel
- Evaluate job performance of unit personnel and provide progressive counseling
- Collaborate with clinical staff and human resources to conduct new employee orientation
- Coordinate plans with clinician to provide training for nursing staff
- Provide relief for house supervisor and other management professionals
- Assist in planning student affiliations within the institution

**Nurse Manager, Coronary Care Unit** (August 2002 to June 2004)

- Managed the total nursing care regimen on a eight-bed unit

Emory University Hospital – Atlanta, GA

**Staff Nurse** (May 1992 to December 2000)

- Provided comprehensive care within a 19-bed unit to patients with medical emergencies
- Assisted patients and families with handling emotional issues associated with critical care

**RESEARCH EXPERIENCE:**

Drexel University School of Public Health

Community Health and Prevention Department (Spring 2011)

- Conducted extensive research related to prescription drug abuse in middle aged professionals
- Performed data analysis of National Institute of Drug Abuse database to extrapolate Philadelphia region data
- Reported findings to local public health department and law enforcement officials
- Presented report at the American Public Health Meeting in November 2011

Hahnemann University Hospital/Drexel University Center for Nonviolence and Social Justice  
Emergency Medicine Department (Fall 2010)

- Performed youth violence research related trauma
- Surveyed trauma patients and their families with regards to their perceptions of how they would react to their traumatic situation

**VOLUNTEER EXPERIENCE:**

Luther C. Mitchell Primary School – Atlanta, GA

Volunteer (1991-1992)

- Tutored students with developmental disabilities in math

Anna Vare Elementary School – Stone Mountain, GA

Volunteer (1990 - 1991)

- Assisted school nurse with students' medical needs

**SPECIAL SKILLS:**

Languages: Fluent in Mandarin Chinese and English. Knowledgeable of Farsi

Computers: Word, Excel, PowerPoint, SPSS, SAS, relational database programs

Chemical Instruments: GC-FID, GS-MS, and GC-ECD

**PUBLICATIONS/ PRESENTATIONS:**

**Student, Famous**, "A Survey of Infant Mortality in Pennsylvania." [American Journal of Public Health](#), June 2011.

**Student, Famous**, "Evaluation of Sexually Transmitted Diseases in the Bahamas." Paper presented at the World Health Organization Conference in Geneva, April 2010.

## FIRST IMPRESSIONS

### Creating Your Professional Image

How you look, act, and carry yourself are important parts of the interview process. Individuals, who are self-confident, self aware, and professionally dressed have the highest success rate in gaining positions. First impressions are critical. There are several factors contributing to the first impression, including appearance, the handshake, voice level, and eye contact.

### First Sight

Employers are often driven by what they see. In a short time, they can pass judgment, develop perceptions, give value to, accept or reject the employee they are looking for.

#### The Handshake:

- An immediate impression is made by the way you shake the interviewer's hand.
- The impression you want to make is one of self-confidence.
- Whether you are female or male, the hand is extended straight and firm, locking thumbs.
- Keep your hands dry and apply moderate pressure.

#### Voice Level:

- You must speak clearly and at a level that the interviewer will understand everything you are saying.
- Speak firmly, clearly, and not too fast or too slow.

#### Eye contact:

- Eye contact conveys many things to different people.
- In the interview situation, you want to hold eye contact when speaking and listening to the interviewer. This shows you are listening more carefully and are concerned with what the person has to say.
- If you look away for long periods of time, it can mean that there is a feeling of inferiority or that you are unsure of what you are saying.
- Be aware of cultural norms for eye contact when interviewing in a country that is not your native country.

### High Tech First Impressions

1. Voicemail should have a professional and clear message. Avoid clichés, songs, or poetry in your message.
2. Email messages should be professional including grammar and punctuation. In addition, do not use catchy signature slogans at the end of the email note and ensure that your email address is professional. Using funny names for your email address will not impress an employer.

Remember, first impressions are important!

### Guidelines For Dress

Dressing for the interview is often different than what you would wear on the job. Employers are interested in gaining a sense of you as a professional. Dress is one way to enhance your professional image.

#### MEN:

**Suits.** The darker the color the more power it ascribes, except for black, which is for formal wear.

**Best colors.** Navy blue and gray. Caution against brown...it can look cheap. Select browns in tweeds or herringbone patterns and save them for a more casual

### When in Doubt

When in doubt, always lean towards the conservative. Two rules to remember:

1. Don't dress so extravagantly that what you wear is a distraction.
2. Don't dress so poorly that what you wear is a distraction.

look.

**Shirts.** A solid white shirt is the #1 choice for shirt color, pale blue is the second. If you desire a less conservative look try white collar/cuffs on solid colored shirts.

**Collars.** Should be straight or "spread" for a more formal look. The button down collar can be used for a less conservative look.

**Cuffs.** Should fit snug allowing for a watch to be worn. Higher quality shirts are usually made with a button on the placket. The shirtsleeve should fall a half to three-quarters of an inch below the suit sleeve.

**Ties.** A tie is a man's most important accessory. It's the only item to show personality. It should enhance, not startle. The tie should fall to the middle of your belt buckle. A bow tie is for formal wear only.

**Fabric.** Should be 100% silk, it is correct in any climate.

**Knot.** Should be small, but large enough to fill the space at the top of the shirt. A smaller knot gives a more elegant look.

**Patterns.**

- Foulards: Small geometric prints. They are rich looking and give an Ivy League appearance. It is the best choice for business
- Stripes: Stripes should be the same color and width. Two colors are fine; three is the maximum.
- Dots: The smaller the dot the dressier the tie.
- Solid Color: Red/Burgundy with navy suit. Except for the red tie, a solid tie is considered casual.

**Socks.** Socks should always be over the calf, so if you cross your legs, all that is seen is the sock. Navy suit, navy sock; gray suit, gray sock, etc. A nylon or thin cotton is best for interviews.

**Shoes.** Shoes reflect your status. Leather is the only material appropriate for business.

**Style.** Should be a wingtip or tie-ups. Wingtips are the choice for professionals throughout the world.

**Color.** Should be black, burgundy, or dark brown. Black is for gray or navy suits, brown for tan or beige suits. Burgundy can go with various suit colors. The color is never to be lighter than the trouser.

**Polished.** It is important to keep your shoes polished at all times.

**Jewelry.** Watches can be gold, silver, leather, or a good imitation. No thick digital sports watches or watches with many time zones. The watchband should be leather if possible. Wedding or Signet rings are acceptable.

**Other.**

- Snug fitting clothing does not make you look thinner.
- A clean shave is usually more acceptable in a professional environment.
- It is usually best to not wear earrings, necklaces and bracelets.

**WOMEN:**

**Suits.** Suits are the best choice for an interview. Suits should not be broken up and worn as mix and match. If wearing a skirt it should be no shorter than knee length. Pant suits are also acceptable.

**Best colors** are navy, black, gray or beige. Bright colors are not appropriate for an interview.

**Blouse.** A blouse should be worn with the suit. It can be almost any fabric as long as it is tailored and the color is lighter than the suit. Stay away from prints. White usually can be worn with any suit color.

**Dresses.** Dresses are the next best choice. They should be conservative in style (i.e. Coat-dress). The length should be no shorter than knee length. It should be a solid color, following the guidelines for suits.

**Hosiery.** You are always safe wearing hosiery close to your own skin tone. If you would like to appear taller, hosiery should match your hemline and shoes.

**Shoes.** Shoes should be leather or suede, depending on the season. A small heel is best, about one inch. A heel gives a more polished look than a flat. Shoes should match your hemline or be darker. Never wear white shoes.

**Jewelry.** Watches can be gold, silver, or a good imitation. No thick digital sports. The watchband should be leather if possible. Wedding or Signet rings are acceptable. Wear conservative earrings.

**Other.**

- Keep nails well manicured. Chipped polish will draw attention to the hands.
- Undergarment lines should never show.
- Hair should be away from the face. Extravagant hair styles are not acceptable.
- Carry an extra pair of hosiery, in the event that they run.
- If you wear one size in a top and another in a skirt, buy coordinated separates instead of a one-piece suit.
- Carry a briefcase or handbag, but not both.

- Make-up should look natural. It is meant to enhance your features, not cover them up.

## **IMAGE TIPS FOR ALL:**

### **Clothes.**

- Wear clothes that fit properly.
  - If clothing is too tight, it will make you look larger.
  - If clothing is too big, it will make you look sloppy.
- Stay away from flashy, “loud” clothing.
- When you try on a garment, sit, bend, and stretch to test its comfort.
- Scuffed shoes ruin a good outfit. .
- Clothing is an investment. Spend as much as you can afford on quality garments.
- Comfort, care, durability, availability, and cost are all factors.
- **Your clothes tell your audience how important you think they are.**

### **Other.**

- **Do not** wear perfume/cologne to the interview.
- **Remember to smile and have a positive attitude.**

## **Business Casual**

Most organizations have converted from conservative dress to business casual. It is important to understand what clothing is considered business casual. For men, business casual usually means slacks/khaki pants, collared shirt, and shoes. For women, business casual usually means casual skirt/pants/dress; blouse/collared shirt and shoes

### **Is Business Casual Acceptable for Interviews?**

Many interviewees wonder if business casual is appropriate for interviews. Business casual is not acceptable when interviewing with some organizations and acceptable for others. If the dress for an interview is not specified, then you should wear conservative business attire i.e. business suit, etc. If the dress is not specified for a networking event, you can call ahead of time to inquire about the acceptable method of dressing for the event. When in doubt, dress professionally, even if the interviewer is dressed for business casual.

## INTERVIEWING

The heart of the job search process is the interview. This is your chance to show an organization that you are the best person for the job. It is where your motivations and the employer's needs come together. To be best prepared for the interview, you must know how to match the employer's needs to your skills and abilities.

### Pre-Interviewing Activity

A successful interview begins with research. You must research the organization and the position that you are interested in. Review articles and information about the organization in such diverse resources as magazines, newspaper, directories, the web, current employees (if appropriate) and annual reports. Develop some of your questions for the interview from this information.

You should have some type of briefcase or folio that you bring to interviews. It should contain:

1. A note pad
2. Pens
3. Several extra resumes
4. Several extra reference sheets \*\*
5. Letters of recommendation (if you have them)
6. Educational transcripts
7. Work samples (where applicable)

\*\***References** should be listed on a separate, matching sheet of paper. The sheet should include your name, address, email address, and telephone number at the top of the page. Then, type REFERENCES in capital letters and center it. Skip down two lines and type the work contact information for each reference. List at least three to five references. They should be people you have worked with, such as a supervisor, professor, counselor, dean, etc. NEVER use a person as a reference without first seeking his or her permission. As the job search progresses, be certain that the contact information is up-to-date.

### Interview Check-List

- Arrive on time
- Dress appropriately
- If possible, know the interviewer's name, pronunciation, spelling, and title (Mr., Miss, Ms, Mrs., Dr)
- Extend a warm greeting and firm handshake
- Wait to be asked to be seated
- Maintain good eye contact
- Show Enthusiasm
- Display knowledge of the organization, industry, position, interviewer, and job location
- Be prepared to answer and ask questions
- Turn off cell phones and other electronic devices

### The Interview

The interview process is a conversation, which accomplishes two objectives. First, a candidate presents himself or herself to a potential employer. Second, the candidate gains information about that employer. A good interview involves give and take. You're shopping the company and the company is shopping you.

Two types of interviews are the most common:

- THE SCREENING INTERVIEW - This is a short interview in which first impressions are quite important
- THE ON-SITE INTERVIEW - This is usually a longer follow-up to the screening session. You must be able to establish rapport quickly.

In the interview setting, you must be aware of both your verbal and non-verbal behaviors. Appearance, self-expression, self-confidence, enthusiasm, and your ability to relate to the interviewer all exert an influence. The job interview is usually structured in five parts: the first impression, being asked and answering questions about yourself, being told about the job and organization, asking the interviewer about the job and organization, and wrapping up.

## Resume vs. Interview

Your resume is your vehicle to get an interview and the interview is your vehicle to get a job offer. Be sure to spend quality time preparing for the interview. It is extremely important that you do not skip completing pre-interviewing *activity*.

## Arrival Time

A potential employer's time is important. One of the easiest ways to irritate an employer is to show up late for an interview. In addition, so that you are not infringing on an employer's time, you do not want to arrive too early (more than 20 minutes). A general rule of thumb is to arrive 15 minutes before the interview. Be sure to consider your travel route when *planning your arrival time*.

**Face to Face.** At this point, employers are looking for honesty, intelligence, competence, enthusiasm, and liability. In the end, employers hire the people they like. Therefore, you should convey that you are likable and can get along with others. You can convey this by using nonverbal behaviors, which include:

1. Sitting with a very slight forward lean toward the interviewer. It will communicate your interest in what the employer has to say.
2. Making frequent eye contact with the employer. You will be perceived as more trustworthy if you look at the interviewer as you ask and answer questions.
3. A moderate amount of smiling will help reinforce a positive image.
4. Try to convey interest and enthusiasm through your vocal inflections. If you are monotone through the conversation, it will sound as if you are bored.

**Answering Questions.** Preparation and practice are keys to your success. Most questions will relate to your educational background, work experience, career goals, personality, and behavioral traits. Whatever the question happens to be, you want to answer it as it relates to the position you are interviewing for. Always try to use an example from your experiences to further emphasize your skills. Using the STAR approach is an effective method. When using an example, use this approach:

1. **Situation** - Give the interviewer the situation which gave you the chance to acquire the skill. Think of problems you have solved or a situation that you handled effectively. It doesn't have to be a big deal; just something in which you were able to use your skills.
2. **Task** - Explain the task you undertook.
3. **Action** - Tell the interviewer how you went about solving the situation. Tell them what you did and how you did it. Focus on what you did. Let the interviewer see how you think. Show him/her how logical, analytical and creative you are. Be detail oriented. This will show him/her what he/she can expect from you on the job.
4. **Result** - Let the interviewer know the result of the situation. Was the job more efficiently performed? Less costly? Or made easier? Talk about increasing efficiency, productivity, morale, or elimination of waste. Show that you know the bottom line for business is profit. Try to give an example with a positive outcome. Even if it is negative, let the interviewer know what you learned from the experience.

## BEHAVIOR

Behavioral based questions are questions in which an employer asks a question about your past behavior in a situation (i.e. Describe how you handled a conflict situation in a professional setting or Tell me a time when you led a group and discuss the result.)

## STAR

The STAR method is very good for answering behavioral based questions.

Your example does not have to be an on-the-job experience. It can be taken from classroom experiences or co-curricular activities. Anything that can convey your skills is appropriate to use.

## WORK SAMPLES

Bring any materials that may be relevant to the position. Work samples may include writing samples, class projects, etc.

**Handling objections and negatives.** Be positive! *Never complain.* If you can't say anything good about a person, company, or institution, don't say anything at all. The underlying question will always be "why should I hire you?" When handling employer objections, recognize their stereotypes and biases. Then raise their expectations by stressing your strengths and avoiding your weaknesses. Be honest in doing so. The substance and form of your reply should be positive. Avoid words like "can't", "won't", and "don't". While you cannot avoid all negative words, realize that the type of words you use makes a difference and therefore word choice should be managed. Avoid simplistic yes and no answers. Instead, use examples that explain your reasons and motivations.

### Examples

**QUESTION:** I see that you don't have a lot of professional work experience. It is very different working in a professional environment. Why should I hire you?

**WRONG:** I can understand that. I don't have professional experience but I do have a master's degree.

**RIGHT:**

I understand your hesitation in hiring someone without actual professional experience. Many people don't adapt well to a professional environment without previous experience, but I don't believe I will have that problem. I am used to working with people. I work until the job is done, which often means long hours and weekends. For instance, I have gained over 600 hours of public health related experience during my master's program. I conducted research in collaboration with the American Heart Association related to coronary disease in Russian immigrants. I also coordinated a health information fair in West Philadelphia. Additionally, during my master's program, I organized a career panel presentation of public health professionals. I spent 40 hours researching the people and organizations to obtain a list of appropriate professionals for the discussion. I then marketed the presentation to students and faculty.

**WHY:** The first answer is incomplete. When using this type of answer, you lose the opportunity to sell the skills you would use in a professional environment. The second answer states in a positive way the skills you have acquired to perform well in a professional environment.

If the interviewer asks you to describe a negative, you can handle this situation in several different ways.

**QUESTION:** Describe one of your biggest weaknesses.

1. Discuss a negative that is not related to the job being considered.

*I don't enjoy working in a lab. I know this is very important, but I really enjoy working out in the community. It is great that this job primarily involves community interaction...*

**UNRELATED**

2. Discuss a negative the employer already knows.

*I lack professional work experience, but I have gained over 600 hours of public health related experience during my master's program...*

**KNOWN WEAKNESS**

3. Discuss a negative that you have improved upon.

*I used to over commit myself and miss deadlines with my schoolwork. To improve on this, I read a book on time management and learned what I was doing wrong. In three weeks, I improved my performance and found that I could meet my deadlines with no problem...*

**IMPROVEMENT**

**POSITIVE**

4. Discuss a negative that also can be a positive.

*I am perfectionist. I have difficulty turning in unfinished work.*

**Be Prepared.** Your best strategy for managing the interview is to stress the positive and emphasize your strengths. Questions will come in many different forms. Anticipate what the employer is going to ask you and practice positive responses.

**Illegal Questions.** Most employers are very familiar with the laws regarding what questions they can ask and what they can't. Some employers nonetheless will ask a question that is not appropriate. Some of these questions include:

- Are you married, divorced, separated, or single?
- Do you go to church regularly?
- Do you own or rent your home?
- What does your spouse think about your career?
- Are you living with anyone?
- How much do you weigh?

If you do get a question like this, don't get upset and say "I refuse to answer that." While you absolutely do not have to answer the question, use tact in responding. For instance, if the employer asks if you are married, you could respond with "Can you tell me how that is related to my job responsibilities so that I can answer your question appropriately?" If the employer does ask an illegal question, remember to answer it with tact.

**Asking Questions.** This is your time to find out more about the organization and see if it really is the right fit for you. Employers expect you to ask intelligent questions about the organization and the nature of the work. Intelligent questions come from detailed research of the organization. You should not ask questions that can be readily found in company literature and their website. Some questions you may want to consider are the following:

- How long has this position been in the organization?
- If chosen for the position, what would I be expected to accomplish in the first year? How will I be evaluated?
- Based on your experience, what type of issues would someone new in this position likely encounter?
- I see the organization's trend is towards \_\_\_\_\_, what does the future look like for this \_\_\_\_\_?
- Can you tell me about the career path of people who have been in this position before?
- What type of person would be the ideal candidate for this position? Personality? Work style? Background?
- What do you feel is particularly unique about working with this organization?
- Whom would I be working with in this position?

**The Close.** You sense the interview is coming to a close. You think it went really well. Now the question is how to close. The interviewer will generally take the lead by standing, shaking your hand, and saying thank you for coming. At this point, you should not just say thank you for your time. At this point, you should summarize your interests, strengths, and goals. It is appropriate, at this time, to ask the employer about selection plans. For example, "When do think you will be coming to a final decision?"

## The Follow-up

It is very important for you to follow-up after the interview. You want to communicate two things to the employer 1) you are interested in the position and 2) you will do a good job. Once the interview is over, record what happened during the interview. Try to be as specific as possible. List the names of the people you spoke with, the data you gathered about the organization and position, and the skills you have that particularly fit the position. Job search etiquette requires that you send a thank you note to all the people who have interviewed you. You should send this immediately, preferably within 48 hours of the interview. You should also call, if that was what was decided during the close.

**The Thank You Letter.** The letter should be typed on a good quality bond paper or emailed. Remember that this is a short note. The paper should be on plain stationery or hand written on a thank you card. The letter should be divided into three parts:

- First you want to express your gratitude for the opportunity to interview. Restate the date of the interview.
- The second section is one more chance to ‘sell’ yourself. If you think of something that you wish you had told the employer during the interview, this is the time to bring it out. At the very least, restate your qualifications that were discussed in the interview.
- Close by mentioning that if he/she has any further questions to contact you. If it was decided in the interview that you would be calling to follow-up, mention it here.
- The letter should be focused and brief. The employer is busy and probably would not appreciate a lengthy letter.

### EMAIL

Emailing thank you letters is appropriate in today’s technological world. However, sending a hard copy hand written note provides a nice personal touch.

It is amazing how few people take the time to say “thank you”. If you want to see your stock go up in an employer’s eyes, send the short thank you note. The thank you letter is not only a courteous act, but it serves as a reminder to the employer of your candidacy for the position. In the end, how well you did in the interview, including the post interview follow-up, will tell the employer how well you will do in the job.

If your interview was the result of a networking contact, your follow-up should include a call to the contact. This can result in three benefits:

1. Your contact may again contact the employer on your behalf
2. It may stimulate a conversation about you between the interviewer and your contact
3. It will help you to get additional information about the organization and the position

After the follow-up, keep the interview process going. The interview process is not over until you have been offered the job and have accepted it. During the time you are awaiting an answer from the employer, continue to network and apply for other positions that interest you. It may take weeks between the interview and the hiring decision so use this time constructively.

**Waiting.** The uncertainty of the waiting process can be tough. However, you can perform some activities that will make your waiting period a little more relaxing.

First, as you are waiting for follow-up calls from employers, leave a professional message on your voicemail. If an employer calls back for further information, you do not want to give them any impression that you are not the professional person they met at the interview.

Then, if you ask the appropriate questions during the interview process, you will know when the employer expects to make a decision. You can use this information to develop a calendar that lists all of the dates that you should hear from employers. Based on your calendar, you can contact an employer five to ten days after the employer’s anticipated decision date to inquire about the status of the decision. Remember never to make this a confrontation i.e. “you said you were going to let me know by now...” or “I have to know right now...” instead use language such as “I am contacting you to inquire about the status of the position.”

**When to stop interviewing.** Remember that once you have accepted an offer from an employer it is generally good practice to stop interviewing with all other potential employers. Send a letter/email to other employers stating that you have accepted a position and that you would like to withdraw your application.

## Sample Interview Questions

### **Warm up Questions:**

1. Tell me a little about yourself.
2. Why are you interested in a career in public health?

### **Educational Questions:**

1. How has your college experience prepared you for a career?
2. Describe your most rewarding college and/or work experience? Why was this experience the most rewarding?
3. If you could do so, how would you plan your academic study differently? Why?
4. Do you think your grades are a good indication of your academic achievement? Why?
5. What have you learned from your co-curricular activities?

### **Company Information Questions:**

1. Tell me how you became aware of our organization?
2. Tell me what you know about our organization?
3. What aspects of our organization are appealing to you?
4. Why did you decide to seek a position with this company?
5. How did your academic preparation prepare you for this type of position?
6. Why should I hire you?

### **General Career Questions:**

1. What criteria do you use to evaluate the organization for which you want to work?
2. What do you see yourself doing five years from now?
3. How do you plan to achieve your career goals?
4. What did you learn from or gain from your part-time, internship, and summer job experiences?
5. In what kind of work environment are you most comfortable?
6. How would your (friend, supervisor, professor) describe you?
7. How well do you work under pressure?
8. What is your greatest disappointment?

### **Behavioral Questions:**

1. Please describe ways in which you have utilized the computer and/or statistics to accomplish an assigned task.
2. When presented with a variety of tasks, how do you prioritize your activities?
3. If a constituent has a question that you are unable to answer, what would your approach be?
4. This position requires a great deal of organization and attention to detail. Please describe a situation in which you have organized a project.
5. Please describe a stressful situation in which you were pressured to meet a deadline. How did you handle the pressure and did you meet your deadline?
6. Provide some examples of how you have provided “outstanding customer service” to someone in the past.
7. If you had the luxury of creating the ideal work environment, what would it look like to you?

## SAMPLE THANK YOU LETTER

May 14, 2012

Joan Person  
Recruiting Specialist  
Public Health Institute  
32 DuPont Circle  
Washington, DC. 20012

Dear Ms. Person:

Thank you for taking the time to interview me for the Public Health Analyst position with your organization. Your discussion of your organization's outlook on health care reform, as well as your expectations of your staff, was very informative. I am confident that I would make a strong contribution to your staff by increasing the effectiveness of advocacy initiatives.

As discussed in our interview, my qualifications that would directly relate to the position include:

- Over four years of broad based public health experience that focused on critical thinking and analysis,
- My ability to effectively handle many different projects simultaneously, and
- My experience working at your affiliate in the Philadelphia region as an intern.

Again, thank you for taking the time to consider my candidacy. If there are further questions, please feel free to contact me at (215) 405-1111 or via email at [jlevy@drexel.edu](mailto:jlevy@drexel.edu). As we discussed, I look forward to hearing from you the week of June 6 with your final decision.

Sincerely,

*Jerusah Levy*

Jerusah Levy

## Evaluating and Negotiating Job Offers

As your job search nears completion, you will need to evaluate each job offer that you receive. In addition, you may find that you desire to negotiate a job offer. Give careful consideration to evaluating and negotiating job offers in order to assist in your career success. Listed below are some key points that can assist you in evaluating and negotiating job offers.

### Evaluating Offers

A job offer involves more than just salary. When evaluating a job offer take the total compensation package (salary, signing bonus, benefits, and perks) into consideration. In particular, you should consider benefits such as tuition reimbursement, medical coverage, vacation time, sick leave, savings plans (401k, 403b, etc), stock options, and flexible work practices; and perks such as a company car, free movie tickets, training, etc.

Also, you should consider the organization's culture and growth potential when evaluating a job offer. You should develop an understanding of how the organization operates on the daily basis. Questions you should ask are: Is the environment supportive?, Are employees valued?, and Can I be successful in this organization's environment? In addition, you should be looking at your growth potential in the organization. Ask yourself: Do I see myself growing in this organization? and Where will I likely be in 2-5 years if I stay with this organization?

### Negotiating Offers

When negotiating salary take the following details into account:

- Never begin negotiating a job offer until you are offered the position  
**Explanation:** If you begin negotiating before an offer is made, you may find that a company will not make you the offer.
- Negotiating job offers can be risky  
**Explanation:** Unfortunately, you may lose a job offer if you choose to negotiate the offer. Some employers rescind their original job offer when the negotiation process begins.
- Seek to receive all job offers in writing and be cautious of employers that will not give you written offers  
**Explanation:** Make sure that you get offers (including new offers that are made after negotiating) in print. A verbal offer cannot be verified and can be changed.
- Research the organization before negotiating in order to find out the salary range for the position you received  
**Explanation:** Organizations (even those in the same industry) provide compensation at different levels. Do research to find what the organization normally offers for the position you are seeking.
- Remember some offers are not negotiable  
**Explanation:** Do not be surprised if a organization does not allow you to negotiate an offer. Some organizations have a strict policy providing compensation.
- Ask questions about benefits that are not stated in the offer such as tuition reimbursement, etc  
**Explanation:** Be sure that you have all the information possible on the benefits of the job offer. Some benefits may not be explained in the job offer and you should search for clarity on the benefits that you can expect to receive.
- Know what you are worth in the current job market  
**Explanation:** Understand the value of your skills in the current job market. This will help you understand your negotiating power.
- Never lie during job offer negotiation and use discretion  
**Explanation:** Lying during the negotiation process can catch up to you. Many employers will ask to verify the information that you have told them. In addition, be careful with disclosing too much information and over-negotiating.
- Take every opportunity to continue 'selling' your skills  
**Explanation:** Continue marketing your skills and abilities during the negotiation process. When appropriate state how you would prove to be of value to the organization.
- Timing can be extremely important  
**Explanation:** Consider that the organization is making a business decision in hiring you. Take into consideration that they are expecting you to make a timely decision and to keep them informed of your employment status/decision.

## THE SALARY NEGOTIATION PROCESS

### **Begin by stating your interest in the position and how well you fit into the position**

Start the conversation on a positive note. State that you really are interested in the position and that your skills make a good match for what the organization needs.

For example: *“I was excited to receive the job offer and I am very interested in the position. I feel confident that my communication and analysis skills along with my in depth knowledge of SAS will allow me to make a positive contribution to the organization”*



### **State your position**

Build your case for desiring to negotiate the offer. Some scenarios for building your case may be:

1. Based on your research of the cost of living and/or the market value for your skill set, you found that you need more compensation
2. Based on other job offers that you received you found that your market value is higher than what you have been offered by the organization
3. Based on the shortage of individuals in your chosen field you found that you are worth more than what the organization offered
4. Based on your current situation you find that you need to negotiate your start date and/or benefits package

### **Ask the employer if they can provide more compensation**

After stating your position, ask the employer if they can provide additional compensation.

For example: *“After doing research on the cost of living in New York, I found that the total compensation of the offer will not allow me to secure an apartment and live in the surrounding area. Is there anything else you can do in terms of the offer?”*



### **When asked, state an acceptable salary range**

Be careful not to give an exact salary figure. State a salary range in which the employer can work in.

For example: *“I would be interested in an offer between \$45,000 and \$52,000 per year.”*



### **Work on creative solutions if necessary**

Be prepared to be involved in creating the solution. The organization may ask you to provide options for them to consider when negotiating the job offer. Consider all angles including benefits, perks, signing bonuses, relocation expenses, etc. For example: *“I would consider accepting a lower salary if the organization could provide relocation expenses and tuition reimbursement.”*

## **Points to Remember**

- Seek to create a win-win situation
- Never fabricate information
- Stop interviewing once you accept an offer
- Know when to stop negotiating
- Understand your needs and the needs of the organization
- Write a letter of acceptance to formally accept the offer

## CAREER FAIR TIPS

Career fairs (and other networking events) are excellent venues for meeting employers and learning about job opportunities. Careful preparation and follow through can assist you in using career fairs to secure a job that is right for you. Review the below career fair tips as you prepare for upcoming career fairs (and other networking events).

### Be sure to:

- Arrive early
- Dress appropriately
- When possible know the interviewer's name: pronunciation, spelling, and title (Mr., Miss, Ms., Mrs., Dr.)
- Extend warm greeting and firm handshake
- Maintain good eye contact
- Show enthusiasm and zeal
- Display knowledge of the organization, industry, position, interviewer, and job location
- Be prepared to answer and ask questions
- Turn off cell phones and pagers

### Ensure that you have:

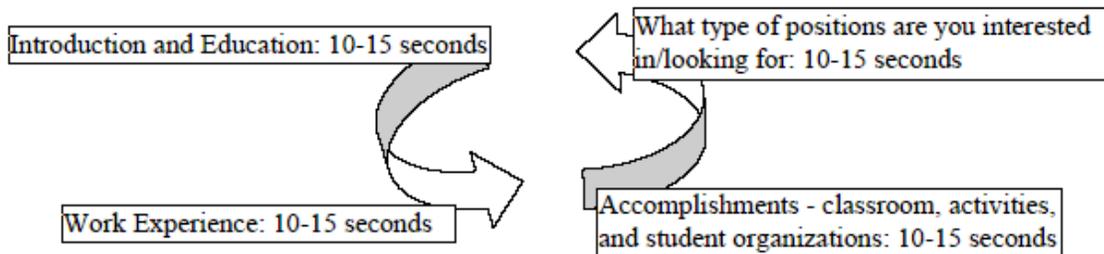
- Briefcase or portfolio
- A note pad
- Pens
- Several resumes
- Several reference sheets
- Letters of recommendation
- Educational transcripts
- Work samples (where applicable)
- Business Cards
- Toothbrush and dental floss if you are attending a career fair after a meal
- For Women: Extra hosiery and if you carry a briefcase leave the purse behind to keep your hands free

### Remember to:

- Obtain the representative's business card
- Leave your resume/CV with the representative or find out where and how to post it online for that organization
- **Follow-up after the career fair with a thank you letter/email**
- Make the most of the day

### HOW TO INTRODUCE YOURSELF AT A CAREER FAIR

How you initiate a conversation with an employer representative is important. The first words you speak make a big impression on a potential employer. When you meet a representative at a career fair (or other networking event), you should greet them with a smile, firm handshake and introduce yourself using the below format or a similar format.



## Networking

### *Why is Networking Important?*

80% of all jobs are unadvertised, but they somehow get filled. One out of every two jobs is obtained via networking.

### Perception and Reality

For some people, networking brings to mind scenes of slick characters working a room, jumping in and out of conversations throughout the night, and generally annoying others with their sense of fakeness. What most individuals don't realize is that **good** networking requires a genuine interest in others, taking time to acquire and nurture relationships, and the ability to see a connection with someone you just met. Usually people only begin networking when they need something, and need it quickly. Professional career counselors recommend starting early in your college career to learn the ropes of networking. Your classmates, your professors, friends of the family, all of these people are part of your network, just as you are part of their network. You may not realize it, but you probably already network. When you ask fellow students for what the best class to take is, or how to use the library's database system, you are doing one type of networking: Gathering Information. You may even network around career issues informally when you were discussing with others what major to choose, or talking about what student clubs to join.

### *What is the Best Way to Start Networking?*

Informational Interviewing! Informational Interviewing is done to gather key information about careers and to make connections with individuals in those careers. Informational Interviewing is gathering information that will help you in your career choice. See the next section on Informational Interviewing for more details.

## Informational Interviewing

One of the best sources for gathering information about what's happening in an occupation or an industry is to talk to people working in the field. This process is called *informational interviewing*. An informational interview is an interview that you initiate - The purpose is to obtain information, not to get a job (...but often it can lead to a job).

### *Reasons to Conduct Informational Interviewing*

There are a variety of reasons to conduct informational interviews. Some of those reasons are listed below:

- to explore careers and clarify your career goal
- to discover employment opportunities that are not advertised
- to expand your professional network
- to build confidence for your job interviews
- to access the most up-to-date career information
- to identify your professional strengths and weaknesses

### Steps to Follow to Conduct an Informational Interview

#### 1. **Identify the Occupation or Industry You Wish to Learn About**

Assess your own interests, abilities, values, and skills, and evaluate labor conditions and trends to identify the best fields to research.

#### 2. **Prepare for the Interview**

Read all you can about the field prior to the interview. Decide what information you would like to obtain about the occupation/industry. Prepare a list of questions that you would like to have answered.

#### 3. **Identify People to Interview**

Start with lists of people you already know - friends, relatives, fellow students, present or former co-workers, supervisors, neighbors, etc... Professional organizations, the yellow pages, organizational directories, and public speakers are also good resources. You may also call an organization and ask for the name of the person by job title.

#### 4. **Arrange the Interview**

Contact the person to set up an interview:

- by telephone,
- by email followed by a telephone call, or
- by having someone who knows the person make the appointment for you.

#### 5. **Conduct the Interview**

Dress appropriately (if meeting the person face-to-face), arrive or call on time, be polite and professional. Refer to your list of prepared questions; stay on track, but allow for spontaneous discussion. Be sure to ask your contact to suggest names of others who might be helpful to you and ask permission to use your contact's name when contacting these new contacts.

#### 6. **Follow Up**

Immediately following the interview, record the information gathered. Be sure to send a thank-you note/email to your contact within 48 hours of the interview.

**NOTE: Always analyze the information you've gathered. Adjust your job search, resume, and career objective if necessary.**

#### Questions

Prepare a list of your own questions for your informational interview. Following are some sample questions:

1. On a typical day in this position, what do you do?
2. What training or education is required for this type of work?
3. What personal qualities or abilities are important to being successful in public health?
4. What part of your job do you find most satisfying? most challenging?
5. How did you get your job?
6. What opportunities for advancement are there in this field?
7. What entry level jobs are best for learning as much as possible?
8. What are the salary ranges for various levels in this field?
9. How do you see jobs in this field changing in the future?
10. What special advice would you give a person entering this field?
11. Which professional journals and organizations would help me learn more about this field?
12. What do you think of the experience I've had so far in terms of entering this field?
13. From your perspective, what are the challenges you see working in the public health field?
14. Are there any resources related to the public health field that you can suggest that would be good for me to read?
15. With the information you have about my education, skills, and experience, what other fields or jobs would you suggest I research further before I make a final decision on my career path?
16. Would you be willing to take a look at my resume and make suggestions on how to improve it?
17. Who do you know that you would suggest I talk to next? When I call him/her, may I use your name?

As you search for jobs and internships, use reputable websites such as:

[APHA CareerMart](http://www.apha.org/about/careers/) - (American Public Health Association (APHA))  
<http://www.apha.org/about/careers/>

[ASPH Career & Employment Links](http://www.asph.org/document.cfm?page=733) - (Association of Schools of Public Health)  
<http://www.asph.org/document.cfm?page=733>

[ASTHO Employment Opportunities](http://www.astho.org/careers/JobBank.aspx) - (Association of State and Territorial Health Officials)  
<http://www.astho.org/careers/JobBank.aspx>

[CDC Employment Information](http://www.cdc.gov/employment/) - (Centers for Disease Control and Prevention (CDC))  
<http://www.cdc.gov/employment/>

[Centers for Disease Control and Prevention \(CDC\), Public Health Training Opportunities](http://www.cdc.gov/phtrain/) -  
(Centers for Disease Control and Prevention (CDC)) <http://www.cdc.gov/phtrain/>

[DHHS Employment Opportunities](http://www.hhs.gov/careers/) - (Department of Health and Human Services)  
<http://www.hhs.gov/careers/>

[Epidemic Intelligence Service \(EIS\) Postgraduate Training Program](http://www.cdc.gov/eis/index.html) - (Centers for Disease Control and Prevention (CDC)) - EIS is a unique 2-year post-graduate training program of service and on-the-job learning for health professionals interested in the practice of applied epidemiology.  
<http://www.cdc.gov/eis/index.html>

[FDA Employment Opportunities](http://www.fda.gov/AboutFDA/WorkingatFDA/default.htm) - (Food and Drug Administration (FDA) U.S.)  
<http://www.fda.gov/AboutFDA/WorkingatFDA/default.htm>

[Job Opportunities at NLM, NIH, DHHS](http://www.nlm.nih.gov/about/jobs/jobs.html) - (National Library of Medicine (NLM) U.S.) - Comprehensive job listings for the National Institutes of Health (NIH) and detailed information about the National Library of Medicine (NLM) job announcements.  
<http://www.nlm.nih.gov/about/jobs/jobs.html>

[Job Opportunities in HRSA](http://www.hrsa.gov/about/jobs.htm) - (Health Resources and Services Administration)  
<http://www.hrsa.gov/about/jobs.htm>

[Job Vacancies](http://www.ahrq.gov/about/vacancy.htm) - (Agency for Healthcare Research and Quality)  
<http://www.ahrq.gov/about/vacancy.htm>

[Jobs @ NIH](http://www.ahrq.gov/about/vacancy.htm) - (National Institutes of Health (NIH)) <http://www.ahrq.gov/about/vacancy.htm>

[NACCHO Job Listings](http://www.naccho.org/careers/) - (National Association of County and City Health Officials)  
<http://www.naccho.org/careers/>

[PHF Job Openings](http://www.phf.org/about/jobs.htm) - (Public Health Foundation) <http://www.phf.org/about/jobs.htm>

[Public Health Employment Connection](http://cfusion.sph.emory.edu/PHEC/phec.cfm) - <http://cfusion.sph.emory.edu/PHEC/phec.cfm>

[Public Health Fellowships](http://phpartners.org/educ.html#Fellowships) - (Partners in Information Access for the Public Health Workforce (PIAPHW)) <http://phpartners.org/educ.html#Fellowships>

[PublicHealthJobs.net](http://www.publichealthjobs.net) - (ASPH) [www.publichealthjobs.net](http://www.publichealthjobs.net)

[USAJOBS](http://www.usajobs.com/) - (U.S. Office of Personnel Management) <http://www.usajobs.com/>

[WHO Employment](http://www.who.int/employment/vacancies/en/) - (World Health Organization (WHO))  
<http://www.who.int/employment/vacancies/en/>

[Public Health Jobs Worldwide](http://jobspublichealth.com/) - <http://jobspublichealth.com/>

[Stat Careers](http://jobspublichealth.com/) - Includes listings for Biostatistics jobs - <http://jobspublichealth.com/>

[American Statistical Association](http://amstat.org/jobweb/index.cfm) - Jobs for Biostatisticians - <http://amstat.org/jobweb/index.cfm>

In addition to these sites, many state and local governments have good career website with job postings. Moreover, private companies, NGOs, and non-profit organizations often have excellent jobs listed on their websites.



Drexel University School of Public Health © 2010  
Phone (215) 762-4110 • [sphinfo@drexel.edu](mailto:sphinfo@drexel.edu) • [publichealth.drexel.edu](http://publichealth.drexel.edu)  
1505 Race St. • The Bellet Building • Philadelphia, PA • 19102