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MORAVIAN COLLEGE  
CENTER FOR CAREER AND CIVIC ENGAGEMENT

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career



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# 3 STEPS TO THE JOB SEARCH

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## 1. Know Who You Are and Where You Want to Be

You will ultimately spend a good amount of time at your place of employment. It's important then to know and identify your values, skills/abilities, and interests. What type of industry do you want to work in? What unique and transferable skills and abilities can you bring to an organization (language skills, computer skills, experience working with diverse populations, etc.)?

Just as valuable as knowing who you are is knowing what kind of organization you want to work for. Are there certain values and opportunities you want your employer to cultivate in their company culture? Maybe you want to work for an organization that has great job security. Or maybe a company culture that values diversity and inclusion is important to you.



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# INFORMATIONAL INTERVIEWS AND EXTERNSHIPS

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Some definitions: An informational interview is an interview that you initiate. The purpose is to obtain information rather than to get a job. 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. This type of interviewing can be informal and done in person, or even via phone or online (Skype, Zoom, etc).

Externships (or job shadowing) are a way to gather the same information while also spending the day (or three) with a professional in his/her/their workplace. Dressing in that industry's dress code is typically required and this is an experience you can list on your resume.

## Reasons to Conduct Informational Interviews/Complete Externships

- To explore careers and clarify your career goal.



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# EVALUATING & NEGOTATING JOB OFFERS

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When evaluating a job offer, here are some things to consider:

- Salary
- Signing bonus
- Benefits such as tuition reimbursement, medical coverage, vacation time, sick leave, saving plans, stock options, flexible work practices, etc.
- Perks such as company car, training, etc.
- The organization's culture and growth potential

When negotiating salary,



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# NEGOTIATING PROCESS

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## 1. State your interest in the position and how well you fit it.

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 company needs.

- **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 will allow me to make a positive contribution to the company."

## 2. State your position.

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

- Ask the employer if they can provide more compensation.

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

Example: "After doing research on the cost of living in XYZ City, 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. Example: "I would be interested in an offer between \$39,000 and \$45,000."

- Work on creative solutions.

Be prepared to be involved in creating the solution. The company 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.

Example: "I would consider accepting a lower salary if the company could provide relocation expenses and tuition reimbursement."

**A note on handling rejections:** Sometimes rejection has nothing to do with you, but more to do with the employer (the interviewer/the organization's needs), so do not be overly critical of yourself and take it personally. Y 0 0 OZf.ET@0.24 0 0 0.24 12 58

# CAREER & CIVIC ENGAGEMENT

## RECRUITING POLICY

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*In order to serve Moravian College students, the alumni and friends who seek to help them, and the employers who seek to hire them, the Center for Career and Civic Engagement has adopted the following job-search policy for students. It is the responsibility of each Moravian College student to follow this job-search policy.*

Employers make a substantial investment of time and resources to recruit Moravian College students. The impression you make on them can affect not only your own employment prospects but those of future Moravian students. If employers have a good experience recruiting at Moravian, they will be back to offer further opportunities to other students. If they have a bad experience, they will decide there are better places to look for new employers.

You have a responsibility to be prompt, professional, courteous, and serious about the recruiting process. Failure to follow the terms of this policy shows disrespect to employers. In particular, failure to appear for a scheduled interview is a serious breach of professional ethics. If you cancel an interview with insufficient time for your slot to be filled by another student, you not only damage yourself, you deny another student the chance to take advantage of the immediate opportunity offered by an interview. You also damage the long-term prospects of all future students at the College, because such conduct may cause an employer to decide not to return to Moravian College.

### Electronic Resume Submission

- Resume submission is strictly limited to the time frame designated for each employer's interview date and/or job posting.
- The resume submission deadline is 12:00 midnight (EST) on the designated date.
- No late submissions or paper copies will be accepted.

### Interview Sign-up

- If you request an interview and are selected for one, you must follow through and sign up for the interview unless you are no longer conducting an active job search. Please do not apply for a job that you are not interested in pursuing.
- If you are not selected for an interview, you may be assigned alternate status, which is the equivalent of being wait-listed, for an interview. We allow alternates to ensure that students receive as many opportunities as possible, should cancellations occur.

### Same-Day Interview Requests

- Directly approaching employers with an interview request on the day of the interview may result in forfeiture of your privilege of participating in on-campus recruiting and use of Handshake. Check with the staff in the Center for Career and Civic Engagement for acceptable procedures for scheduling same-day interviews.

### Emergencies

- In the event of serious illness, injury, or family emergency, (the same reason that would excuse one from a final exam or midterm) you must notify the Center for Career and Civic Engagement at (610) 861-1509 or [careercivic@moravian.edu](mailto:careercivic@moravian.edu) as soon as possible.
- After you have notified the Center for Career and Civic Engagement: an apology letter, explaining why you could not attend the interview, must be sent by you to the employer and a copy of this letter given to the Center for Career and Civic Engagement.
- Failure to comply with this policy will result in suspension from participation in on-campus recruiting and the use of Handshake.

### Cancellation Policy – 48 hours' notice required





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## No-Shows

- Students who do not attend a scheduled interview and fail to cancel with 48 hours' notice to the Center for Career and Civic Engagement will be suspended from participating in on-campus recruiting and their rights to use Handshake will be revoked.
- Students must also call the Center for Career and Civic Engagement at (610) 861-1509 within 24 hours of the 'missed' interview and schedule an appointment to meet with a Center for Career and Civic Engagement staff member. The student



