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### Succeeding in a Virtual Interview

Abby - 4 Minutes

*Before Interview:* Research the Company, Create Questions, Print Your Documents, Create a 5-Point Agenda, Test Your Technology, Find a Professional Background, Good Lighting, Dress to Impress

- Tech Issues Happen! Provide Your Phone Number in The Chat In Case Technology Issues Occur

*Actual Interview:* Eye Contact, Minimal Movements, Relate Your Answers Back To The Position at Hand, Ask Questions

*After Interview:* Follow Up With A Thank You Note Within 24-48 Hours

*Employer No Show?* Give Them A Call Or Send An Email If You Wish To Reschedule

*Additional Resource:* <https://www.indeed.com/career-advice/interviewing/virtual-interview>

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### Understanding Total Compensation

Penny - 4 Minutes

What is Total Compensation?

Salary/Hourly Rate

Incentives: Employee Referral Programs, Bonuses, Raises, Stock Options

Benefits: Health Insurance, Life Insurance, Paid Time Off (PTO)

Retirement Benefits: 401K Plan, Pension Plan

Perks: Wellness Benefits, Flexible Work Schedules, Company Discounts

Professional Development: Tuition Reimbursement, In-House Training, Leadership Programs

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## Top Benefits in the Workplace

Penny - 4 Minutes

- Healthcare Options
- Savings Account / Flexible Spending Account
- Work / Life Balance
- Paid Time Off
- Volunteering
- Corporate Culture
- Wellness Benefits: Gym Membership, Acupuncture, Weight Loss Program
- Tuition Reimbursement
- Recognition Incentives
- Employee Direct Giving / Charitable Organizations
- COVID-19 Safety Measures

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## The Negotiation Process:

### Preparing & Executing

Abby - 4 Minutes

- Preparation & Planning
- Research The Company & Position Before The Interview
- Candidate Experience vs. Job Requirements
- Candidate Salary Requirements/Desire
- Tools for Practicing -> Visit Your Career Center!
- Bringing Your Findings To The Interview
- Clarification & Justification
- Job Requirements vs. Transferable Skills
- Worth vs. Need
- Closure
- Clear Understanding Of Total Compensation Package

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## What to Expect: The Offer Process

Penny - 4 Minutes

- Stay Calm & Ask Questions
- Verbal Employment Offer
  - Employer/HR Will Extend The Offer
  - During Verbal Offer, Employer Will Review Offer Package & Training Offered
- Evaluate the Job Offer
  - Benefits & Perks
  - Retirement Plan
  - Work Environment/Schedule
  - Weigh The Pros & Cons
- Accept or Decline Job offer
- Juggling Multiple offers
  - Ask for More Time As It Is Important Not To Rush
  - Is There Room For Negotiation On Salary? (Review Your Budget)
  - Take The Time To Gracefully Communicate Your Decision

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# Salary Negotiation Example

Abby - 4 Minutes



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