



Placement is Over...What Next?

Placement follow-up

- Follow up with an email, phone call, or letter stating your continued interest in the position. Try to highlight something specific that you learned or appreciated about the institution or position; adding a personal and memorable connection.
- Research your potential employers. Visit websites, talk with current employees, students and peers.
- Use your networking skills and let everyone know that you are seeking a job. Continue to search for positions that you may find of interest; not every institution recruits at the conference.

Phone interviews –A phone call may follow-up a conference interview.

- Practice your telephone interviewing skills.
- Search the institution’s website for pictures of your interviewer(s) so you have a face to go along with the voice(s) at the other end of the phone.
- Prepare a list of potential questions, and answers.
- Have at least three questions to ask the employer to demonstrate your research.
- Practice your telephone presentation with a peer or mentor. Do you sound interested, can your smile be heard, or do you sound as if you just woke from a deep sleep?
- Verify the time of the interview, are you in the same time zone?

Campus Interviews - Take thoughtful consideration in accepting the visit. Are you truly interested in the institution?

- Ask about payment for travel arrangements; flights, hotel, gas, etc. Some institutions may reimburse you only after the search process is completed or only for specific amounts, know your travel budget and save your receipts.
- Know the interview format. You will usually have individual, professional and student group interviews, and possibly a presentation.
- This can be an all day event. Be prepared mentally and physically. Wear comfortable shoes for walking, check the weather so you will pack appropriately (coat, umbrella, etc), be well rested, and add an energy bar or raisins to your bag for a quick break.
- You will be asked the same questions numerous times, practice repeating yourself authentically.
- Research the institution thoroughly from the institution’s mission to a review of the campus map.
- Follow-up with thank you notes.
- Create a Pros/Cons list.

Job Offers & Evaluation - Create a list of your wishes, expectations, needs, and MUST haves in a position.

Ask yourself...”Does the institution fit my career objectives?”

- Does the job description fit? Is there a balance of challenge and growth?
- Supervision and colleague fit?
- Salary and benefits; tuition reimbursement, Health care, 401K, relocation expenses, etc..
- LOCATION, LOCATION, LOCATION
 - ✓ Geographical area (city/town, weather!)
 - ✓ Distance from family and friends.
 - ✓ Cost to relocate and cost of living. Check out the grocery and drug store prices.
 - ✓ The convenience of entertainment, hobbies, and interests.
- Professional Development Opportunities?
- How much time will you be given to accept or decline the offer? (typically 5-7 business days)
- Do you hold out for that “Dream Job?”

Evaluating Offers- Ask yourself...**”Does this feel right?”**

- Review your Pros/Cons list.
- What impact will there be for a spouse/partner/significant other?
- Solicit the expertise of mentors, colleagues, and friends.
- Review the salary and benefits package, is there room for negotiation (start dates, meal plan, parking, etc.)
- Don't take the first job offer...unless it's really the right one.
- Use salary relocation calculators
 - ✓ www.homefair.com, www.homestore.com, www.wetfeet.com
- Analyze yourself and your future employer. What did you learn and observe during the entire interview process, (conference to campus visit)?

Helpful sources in Relocating – Make this a fun experience.

- Check out the Places Rated Almanac
 - ✓ Found at any bookstore
- Check with the institutions Human Resources department for local recommendations and possible special rates or discounts.
- Map out your move. How long will it take with various traffic, terrain, and weather?
 - ✓ www.mapquest.com, www.randmcnally.com
- Chamber of Commerce.
- Apartment guides.
- Department of Motor Vehicles; State and local tags, taxes, inspections, etc.
- Have fun with the trip.

Here's to a Successful New Beginning

- Don't forget Maslow, meet your basic needs first.
- Observe! Be like a sponge...take it all in!
- Try to maintain BALANCE with work and personal life. Don't burn out in the first 2 months.
- Learn to operate within the system before making quick changes.
- Continuously network and meet new people.

Success Strategies

- Seek advice from predecessors, coworkers, supervisors, and support staff.
- Meet key faculty, administration, and staff.
- Create a professional development plan with long and short term goals.
- Volunteer for opportunities.
- Develop and maintain a good support system.

Enjoy your new community and it's privileges!

- Arts, speakers, films, concerts, sports events.
- Conference travel and academic opportunities.
- Campus travel services/discounts.
- Credit unions, benefits, etc.

CONGRATULATIONS!

You will find a great job. Just be patient.