

INTERVIEWING & NEGOTIATING

For more information:
www.plan.novaworks.org

- What do I have to offer?
- Why should this employer hire me?
- Identify financial needs
- Salary data

Action Items:

WORKSHOPS

INTERVIEWING & NEGOTIATING

Summary Statement

Learn to answer questions about your background and general experience.

Accomplishment Stories

Learn to create short stories that describe your skills and experience in an interesting and engaging way.

Sandwiching Negatives

Learn to respond to employers' questions about negative situations in a positive and professional way.

Negotiations

Learn to handle questions about salary from the phone screen through the job offer.

Coding Whiteboard Practice

Whiteboard tests are an integral part of technical interviews. This workshop provides a place to practice coding problems and receive feedback from your peers.

Behavior-based Interviewing

Prepare for tough questions asking how you handled specific situations in the past, including both successes and failures.

CAREER NAVIGATION

Working in a Virtual World

This workshop will explore how to effectively interview and prepare for a job in the virtual world.

Contracting 101

This workshop will highlight how the job market has shifted toward increased contract work.

Communication Essentials

This two-day workshop series features skill development in communication, facilitation, and collaboration.

CAREER ADVISING

Get your job-search questions answered:

Career Advising

NOVA career advisors are available to speak with you to discuss your job-search needs by phone or by Zoom. Contact our front desk to make an appointment: **408-730-7232**.



Interviewing & Negotiating Activities

Here are some activities to assist you in moving forward with defining your focus.

Information & resources at:
myplan.novaworks.org

Interview Techniques



- Create a summary statement
- Create targeted PSRs
- Create sandwiches
- Research salary ranges
- Create list of questions to ask an employer
- Draft a thank you letter

Research



- Research employer (products, values, industry, competitors)
- Identify people you know at companies you are interviewing
- Research people you will be interviewing with to target responses

Negotiating



- Research current salary rates
- Define what you want in a compensation package

Next steps:
