

EVALUATING A JOB OFFER

To Avoid “Buyer’s Remorse” Ask Questions and Research

Once you receive a job offer, you must decide if you want the job. Fortunately, most organizations will give you a few days to accept or reject an offer.

There are many issues to consider when assessing a job offer. Will the organization be a good place to work? Will the job be interesting? Are there opportunities for advancement? Is the salary fair? Does the employer offer good benefits? Now is the time to ask the potential employer about these issues and to do some checking on your own.

THE ORGANIZATION. Background information on an organization can help you to decide whether it is a good place for you to work. Factors to consider include the organization’s business or activity, financial condition, age, size, and location.

THE JOB. Even if everything else about the job is attractive, you will be unhappy if you dislike the day-to-day work. Determining in advance whether you will like the work may be difficult. However, the more you find out about the job before accepting or rejecting the offer, the more likely you are to make the right choice. Consider the following:

Where is the job located? You need to consider the cost of living, the availability of housing and transportation, and the quality of educational and recreational facilities. Even if the job location is in your area, you should consider the time and expense of commuting.

Does the work match your interests and make good use of your skills? The responsibilities of the job should be explained in enough detail to answer this question.

How important is the job to the company or organization? Find out where you would fit in the organization and how you are supposed to contribute to its overall goals.

What will the hours be? Consider the effect that the work hours will have on your personal life.

How long do most people who enter this job stay with the company? High turnover can mean dissatisfaction with the nature of the work or something else about the job. (Source: www.bls.gov)

Evaluate Your Work Values

Work values are the aspects of your job that you find meaningful and rewarding, and they’re specific to you. These values may be characteristics of the job itself, such as the level of independence it allows or the chance to be creative. Or, work values may be characteristics that accompany the job, such as wages, job stability, or moral fulfillment.

Identifying which values are most important to you is a crucial step in considering career possibilities. Although it’s unlikely that any single job will satisfy all your work values, fulfilling as many of them as possible will improve your chances for being content in your new career.

(Source: www.bls.gov)

Do you have a professional email address? Cutesy handles like “greatpokerface1984” have no place in job searches. Create a new email address if you need to. Also, be aware that some employers may infer information about you by what kind of email account you have. (www.pueblo.gsa.gov)



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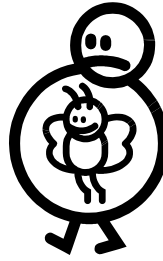
O*NET OnLine has detailed descriptions of the world of work for use by job seekers, workforce development and HR professionals, students, researchers, and more!

Through the **Ability Profiler** at www.bridges.com, you can assess your abilities in: Arithmetic, reasoning, computation, vocabulary, 3-dimensional space, name comparison and object matching.

**JOB SERVICE ND OFFICES
WILL BE CLOSED ON
MONDAY JULY 5TH
TO CELEBRATE THE
JULY 4TH HOLIDAY.
*Safe Travels!***

INTERVIEW “BUTTERFLIES”

Everyone in the working world has probably experienced some degree of interview “butterflies” as they seek to become employed. For some individuals these nervous feelings may become near debilitating. For a successful interview it is important to display confidence when selling oneself to the prospective employer. With nervous “butterflies” running rampant that becomes difficult to do. So, what can one do to feel relaxed and calm when sitting in the interview hot seat?



- Preparation is a major key to reducing nervousness. When a candidate has rehearsed answers to frequently asked interview questions they can feel much more assured that they will not be stumbling for words during the actual interview.
- Because what a person wears can influence how they feel about themselves, it is important to wear clothing that instills a feeling of pride and confidence. Clothing should be conservative, spotless, pressed and a step above what would be normal business attire for that company.
- Knowing that you will be able to understand what an employer is talking about when discussing their projects, products or services is also a confidence booster. Strive to learn as much as possible about the company before the interview. Checking an employer’s website is an excellent place to start.

For job seekers worried about having to deal with a case of the jitters in an upcoming interview, know that with a bit of extra effort those “butterflies” may just flutter away!

Some Sources of Acquired Skills

To “sell yourself” to an employer, you must first know what skills you can contribute to the company. Skills are not just acquired through paid work. Following are some other sources where you may have acquired valuable skills that could be added to your resume or brought up in an interview.

- In volunteer or charity work.
- Being part of a group or team.
- In a hobby, talent or recreation.
- In a household project.
- In education courses or projects.
- In a workshop.
- Work with money.
- Work with people.
- Work with tools or machines.
- Work with ideas.
- Something you designed.
- Something you built.
- Something you managed.
- Something you improved.
- Something you operated.
- Something you repaired.
- Something you accomplished.
- Teaching from family members.
- Self taught skills developed through reading, study, application and practice.

Need to Improve Your Typing Skills?

Ask about the **Mavis Beacon** tutorial available at Job Service or check out the following website: www.typeonline.co.uk.

Typing testing at:

- <http://www.careerstep.com/site/page=typingtest>
- <http://www.mrkent.com/kb/kbtest.htm>

IMPROVE YOUR JOB SEEKING SKILLS BY ATTENDING A JOB SERVICE WORKSHOP

All workshops 9:30a.m.—Noon
Advance registration necessary.

Jump Start Your Job Search Tuesdays

July 6, 20
August 3, 17, 31

Resumes, Etc.

July 7, 21
August 4, 18

Acing Your Interview

July 8, 22
August 5, 19

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