

EVALUATE & MAKE DECISIONS

How Recruiters May Evaluate You

Based on a recruiter's evaluation of your preparation, qualifications, and depth of interest, one of three results will occur after the interview. Only after your thank you contact and continued follow-up will you be notified of the decision: (1) Recommended for a second, on-site interview, (2) Placed on file for further consideration, or (3) Considered not a good match with company needs.

Recruiters interview 9–15 students each day on campus. Their job is to evaluate each candidate, ranking them from “best fit to least fit.” It is your job to help the recruiter best assess your abilities by presenting an honest, accurate, and thorough presentation of your skills and strengths. Understanding recruiters' evaluation methods is a critical process as you prepare your résumé, practice your interviewing skills, and approach the job search. Although it is difficult to predict exactly what a recruiter will use, the following examples will distinguish you from other candidates.

Sample Criteria for Recruiter Evaluation of Candidates

After each interview, recruiters complete an evaluation of your skills and fit with the employer needs and culture. Each recruiter is different in his or her ability to evaluate you; each has different criteria upon which to base the evaluation. The best advice we can give you is to be honest, be confident in your examples of skill development, and be aware that recruiters will be listening to your responses to determine the most promising candidates to invite for second, on-site interviews.

CRITERION	DEFINITION
Achievement Orientation	Displays achievement against a standard of excellence
Analysis	Identifies issues; secures information; relates data
Flexibility	Ability to adapt to and work effectively within a variety of situations, and with various individuals and groups
Communication	Ability to be understood and to understand others, expresses thoughts clearly, and accurately listens to others Expresses self effectively in individual and group situations
Conceptual Thinking	Ability to identify patterns/connections between situations that are not obviously related, and to identify underlying issues in complex situations
Customer Service Orientation	Listens to and understands internal/external customers; anticipates needs Ability to learn Assimilates and applies information
Individual Leadership	Guides individuals/groups toward task accomplishment
Initiative	Influences events; takes action; self-starts
Innovation and Creativity	Looks at problems in new ways and applies new solutions
Judgment	Makes logical decisions; develops alternative actions
Planning/Organizing	Establishes courses of action to complete goals
Stress Tolerance	Performs well under pressure or opposition
Teamwork	Ability to work cooperatively with others, to be part of a team
Technical Expertise	Motivation and expertise to use technical knowledge to solve problems or distribute that knowledge to others Level of understanding deemed necessary by employer
Work Standards	Sets high standards of performance for self and others

ECS TIPS

Prior to accepting an offer it is recommended that you speak with ECS staff about the opportunity, who can provide additional objectivity and insight to your assessment.

How to Evaluate Job Offers

Many factors affect the number of job offers. Even though a cyclical economy is not under your control, jobs are still available.

Job offers are often made verbally first, followed by a written offer containing various details. If you are fortunate enough to obtain more than one job offer, take time to compare and contrast various components of the offer, the employer, and the location.

An example of a comparison matrix follows:

Khosla-Sorum Matrix for Evaluating an Offer Using Rating System¹⁵					
	Terrific - 5	Very Good - 4	Good - 3	Average - 2	Poor - 1
Type of Work					
Responsibility					
Advancement					
Fellow Workers					
Supervisor					
Training					
Pay/Fringe Benefits					
Environment					
Travel					
Expenses					
Performance Reviews					
Growth/Reputation					
Location					
My Gut Feeling					
OVERALL RATING					

Should You Negotiate?

In many cases, YES! It does not hurt to ask. It is important to know market rates and ask, not demand. How you ask is important.

The best position from which to negotiate is to have more than one offer and strong qualifications. Generally, most students are interested in negotiating salary.

Review the following options and considerations:

- Negotiations may not be necessary. The job may be appealing and with a good employer. You may like the people with whom you'll be working and the geographic location. The salary may be within the average range for an engineer with your background and experience. The benefits also may be good. The market might be tight. Then, there is no need to negotiate.
- Timing is critical. The opportunity to negotiate exists only between the times an offer is extended and before it is accepted.
- Do not talk salary or negotiate until an offer has been extended. If the recruiter discusses salary prior to making an offer, you might respond, "Perhaps we can discuss the salary once a job offer is made."
- Base your salary negotiation on fact, not emotion. Use cost-of-living statistics and UW-Madison or national salary averages.
- Base salary negotiation on your market value, not on what you think you "need" or "want."
- Choose negotiation items carefully. Do not negotiate every item. Prioritize your needs. Do you feel you deserve a higher starting salary? Relocation expenses? Different start date? Another week of vacation? Does your spouse require assistance in a job search? Ask for only one or two items. Base your request on fact.
- Be fair. Do not be greedy. On rare occasions, job offers have been rescinded due to what has been viewed as very unrealistic candidate expectations.
- Do not take negotiations personally. Employers may be unwilling to negotiate some items.

Accept and Decline All Offers in Writing

Once you have made the decision to accept or reject an offer, verbally accept and immediately follow-up in writing. Be sure to clarify the "start date," relocation reimbursement, salary, and other important issues in your letter, and in particular, items that were modified during negotiations.

Immediately decline (in writing) all other offers. This is a professional courtesy, as well as a way of making opportunities available for others.

Notify all other employers who are still considering you. Thank them for their interest and tell them that you have accepted another offer.

In addition, thank your references, professors and any others who served as mentors throughout this process.

Report Job Offers to ECS

Log in to myECS and report on the JOB OFFERS section of the website.

Note: The College of Engineering uses aggregate information for national rankings, salary surveys, and ABET accreditation.

Sources:

"Guide to the Company Visit," Ralph Miranda and Robert Greenberg, University of Tennessee-Knoxville, with a grant from The Westinghouse Electric Company.

"How to Choose the Best Job Offer," Taunee Besson, *Managing Your Career*, spring 1992. (Additional source: "More Than Money: What Makes a Good Job Offer?," Shelly Hoffland, *Wisconsin Engineer*, 1989.

Peterson's Engineering, Science & Computer Jobs. "On-Site Visits," Christopher Billy, Ed., Donna Lee Snyder, Data Ed., Peterson's Guides, Inc.

"Power Interviews, Job Winning Tactics from Fortune 500 Recruiters," Neil Yeager and Lee Hough, 1998.