



After the Interview, Next Steps Handout

Video: 9 minutes

- Life after the interview can be a lot of _____ and _____ for the phone to ring.

Following Up

- A _____-_____ card can make all the difference when employers are choosing between you and another candidate.
 - A _____-_____ card is best.
 - Personally thank each of your _____ for their time.
 - Reiterate your _____ in the position.
 - Repeat the _____ you have that match the job requirements.
- Know the hiring _____ and ask when you should expect to hear from the hiring manager again.
- If you haven't heard back in the _____ time, write a short note reiterating your interest.

Compensation

- Go _____ and research pay ranges for similar positions.
- Base your research on the _____ your position is located in.
- Minimum wage _____ as well. It is the minimum an employer is required to pay their employee.
- Be _____ to talk money.
- Being _____ with your new employer now is vital to your _____ down the road.
- Salaried vs. Hourly
 - Hourly rate pay is _____ by the number of _____ worked.
 - In the U.S., typically, if you work more than _____ hours in a week, you'll receive overtime.
 - In Canada, overtime pay for hourly workers is an average of _____ hours per week.
 - Salaried wages are divided _____ between pay periods with the employee receiving the _____ amount each paycheck.
- You can always ask for a _____ later. It's not all about the _____.
- Compensation is more than just a _____ - benefits like health _____, a _____ plan, and education reimbursement could be included.
- Two online resources for salary information: _____ and _____.

Prep for Your Career

- For your first day on the job:
 - Pick out an _____ that looks put together, professional, and is appropriate for the environment.

- Compose a portfolio or _____ with official documents that HR will need, including identification and a voided check.
- Allow yourself enough _____ to arrive 15 minutes early, and account for possible traffic.
- Know where to _____, what door to enter, and who you are _____ upon arrival.
- Be on your A-game and bring a _____ attitude on day one.
- Don't be attached to your _____ while you're on the job.
- Ask _____ questions throughout the day.
- Learn your co-workers' _____ as soon as possible.
- For your first paycheck:
 - Initially, you will fill out a _____ in the U.S. or a _____ Personal Tax Credits Return in Canada. These are how federal taxes are withheld.
 - What you bring _____ is not the same as what you're _____.
 - Two types of income:
 - Gross Pay – what you've _____ during the pay period based on your salary or hourly rate.
 - Then, a percentage of your pay will be deducted to pay _____ income taxes, another will be deducted to pay _____ income taxes, and still another will be deducted to pay _____ income taxes.
 - Tax for Federal Programs
 - US – 6.2% is withheld for _____ and 1.45% is withheld for _____.
 - Canada – _____% is withheld for the Canada Pension Plan (CPP)
 - Withholdings vary from job to job and can include insurance, _____, and charity.
 - Net Pay – amount you receive for the pay period, after the _____.

Questions to Ponder:

- Do you have your follow-up plan prepared and ready to go?
- What kind of compensation can you expect with your experience, in your field of interest, in your current location?

NOTES: _____

ANSWERS ON BACK



- Life after the interview can be a lot of **waiting** and **hoping** for the phone to ring.

Following Up

- A **thank-you** card can make all the difference when employers are choosing between you and another candidate.
 - A **hand-written** card is best.
 - Personally thank each of your **interviewers** for their time.
 - Reiterate your **interest** in the position.
 - Repeat the **qualifications** you have that match the job requirements.
- Know the hiring **timeline** and ask when you should expect to hear from the hiring manager again.
- If you haven't heard back in the **allotted** time, write a short note reiterating your interest.

Compensation

- Go **online** and research pay ranges for similar positions.
- Base your research on the **city** your position is located in.
- Minimum wage **varies** as well. It is the minimum an employer is required to pay their employee.
- Be **prepared** to talk money.
- Being **transparent** with your new employer now is vital to your **happiness** down the road.
- Salaried vs. Hourly
 - Hourly rate pay is **determined** by the number of **hours** worked.
 - In the U.S., typically, if you work more than **40** hours in a week, you'll receive overtime.
 - In Canada, overtime pay for hourly workers is an average of **44** hours per week.
 - Salaried wages are divided **equally** between pay periods with the employee receiving the **same** amount each paycheck.
- You can always ask for a **raise** later. It's not all about the **money**.
- Compensation is more than just a **wage** - benefits like health **insurance**, a **retirement** plan, and education reimbursement could be included.
- Two online resources for salary information: **Salary.com** and **Glassdoor.com**.

Prep for Your Career

- For your first day on the job:
 - Pick out an **outfit** that looks put together, professional, and is appropriate for the environment.

- Compose a portfolio or **notebook** with official documents that HR will need, including identification and a voided check.
- Allow yourself enough **time** to arrive 15 minutes early, and account for possible traffic.
- Know where to **park**, what door to enter, and who you are **meeting** upon arrival.
- Be on your A-game and bring a **positive** attitude on day one.
- Don't be attached to your **cell phone** while you're on the job.
- Ask **thoughtful** questions throughout the day.
- Learn your co-workers' **names** as soon as possible.
- For your first paycheck:
 - Initially, you will fill out a **W-4** in the U.S. or a **TD-1** Personal Tax Credits Return in Canada. These are how federal taxes are withheld.
 - What you bring **home** is not the same as what you're **paid**.
 - Two types of income:
 - Gross Pay – what you've **earned** during the pay period based on your salary or hourly rate.
 - Then, a percentage of your pay will be deducted to pay **federal** income taxes, another will be deducted to pay **state** income taxes, and still another will be deducted to pay **local** income taxes.
 - Tax for Federal Programs
 - US – 6.2% is withheld for **Social Security** and 1.45% is withheld for **Medicare**.
 - Canada – **4.95%** is withheld for the Canada Pension Plan (CPP)
 - Withholdings vary from job to job and can include insurance, **retirement**, and charity.
 - Net Pay – amount you receive for the pay period, after the **withholdings**.