STRATEGIC JOB SEARCHES

RESEARCHING A POSITION

Applicants can gather substantial information about a position by reading the company's website and promotional materials, going to job fairs, and speaking with recruiters and current employees. Obtain as much of this information as possible before the interview, demonstrating your interest in the organization. Then, use interviews to fill in the gaps.

INFORMATION TO GATHER

Company

- Leadership
- Mission, vision, philosophy, values, traditions, practices, narratives, norms, rules, attitudes
- Industry reputation, personality
- Departments, divisions, teams, groups, silos
- People and types of representation at each level
- Reporting structures and hierarchies
- Affiliations and alignments
- Positions (e.g., type, timing & forums for advertising)
- Attrition rates

Qualifications

- Degrees, certifications
- Specializations
- Supplementary training
- Experience

Responsibilities

- Typical assignments
- Resources and support for completion
- Reporting protocols (e.g., to whom, when, how)
- Special projects possibilities, and scheduling process
- Timing and protocols for more responsibilities
- Performance reviews (e.g., frequency, assessment criteria, evaluators, outcomes)

Training & Development

- In-house training programs
- Off-sight training
- Mentoring systems
- Sponsorship opportunities

Career Trajectories

- Opportunities for and frequency of advancement
- Criteria for and procedures for promotion
- Decision makers in the process
- Exit strategies and subsequent (or alternate) careers

Compensation & Benefits

- Salaries and compensation
- Relocation assistance
- Raises (e.g., frequency of, how determined, amounts)
- Employee recognition programs
- Bonuses (e.g., signing, annual, performance)
- Stock options and vestment requirements
- Overtime (e.g., when, how much)
- Health insurance (e.g, provider options, coverage, people covered)
- Long-term, short-term disability insurance
- Retirement benefits, accounts (e.g., 403[b], 401[k]) and employer contributions
- Sick leave (e.g., number of days, what's covered and what's not)
- Vacation (e.g., time at hire, additions to, roll over, portability)
- Education-related benefits (e.g., courses, advance degrees, tuition or student-loan reimbursement)
- Transportation assistance, company car
- Child care (e.g., in-house, reimbursed)
- Maternity, paternity, elder-care leave
- Unpaid leave
- Wellness programs
- Telecommuting options
- Flexible workdays
- Workplace perks (coffee, food, meals, recreation activities, gym memberships)

Environment

- Geographical (location and connections to/engagement with the community)
- Architectural (e.g., amenities, layout, significance of the configuration
- Political (e.g., views, values, policies)
- Cultural (e.g., types and levels of diversity)
- Social (e.g., interactions, collaborations, support… between and among employees from different levels, divisions, workplace communities)
- Aesthetic (e.g., furniture, color schemes, design)
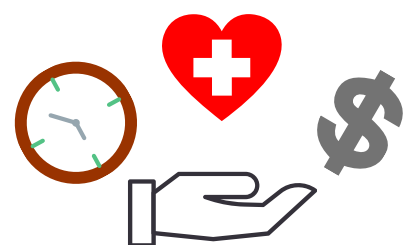
STATISTICS

15% of employee candidates don't ask about benefits at all during the interview process

80% of workers would keep a job with benefits over one that paid more but offered no benefits

50% of employees said they left a position to escape a bad manager.

More than 70% of employees say that fringe benefits are a key consideration in evaluating a position, and 64% of millennials say that benefits are very or extremely important.

43% of employees leave their position because of limited career paths.