



Prepare for Success

Interview Handbook

Congratulations! You got an interview! Now, make sure you are prepared.

Interview Overview

This information will prepare you to interview successfully and give you a "*winning edge*" over other less prepared candidates.

An interviewer's main objective is to make a decision on who he or she **feels** is best suited for the position.

Take the time to review the information in this booklet. It was prepared to improve your chances of receiving a job offer.

One thing to remember is that your interview is a business meeting **between equals**. You want a new job, the employer wants a new employee.

Any questions you have can be directed to Eddy Hatcher at 888.432.7197

The Interview Process

- ❖ The initial interview can be a screening interview either on the telephone with the hiring authority or personnel, or face-to-face with personnel.
- ❖ Face-to-face with the immediate supervisor, peers, and sometimes personnel.
- ❖ Final interview - sometimes with just the hiring authority, but usually will include vice-presidents, presidents, or owners of the company.
- ❖ This interview could also be followed by testing.
 - 1) Physical and / or drug test
 - 2) Written test
 - 3) Proof of employment eligibility
- ❖ Offer - can be verbal or written initially and should be reviewed and presented by your MRI Account Executive.

Preparation

1: Know yourself

- ❖ What are you seeking: advancement - less travel - more responsibility - be specific.
- ❖ List short and long term goals.
- ❖ Can you actually see yourself resigning and leaving your present position? Your peers? Your boss?

- ❖ List your strong points and how they can benefit a new employer.
- ❖ Recognize your weaknesses. How do you compensate for them.Example: If I don't write down all pertinent information right away, I'll forget it. So, I carry a small notebook with me at all times.
- ❖ Evaluate yourself. How does your experience lend itself to this position? If it's a different field or product, how will you handle this? Be prepared to give "mini" stories on situations that have been a challenge to you and have resulted in success (ref. FAB worksheet on page 7)

2: Research the company - via Internet and/or Library

- ❖ The Internet offers a wealth of company information and industry statistics.
- ❖ Know the company's products and services. Utilize the library.
- ❖ Prepare reasons to tell the interviewer why their company is attractive to you.
- ❖ Talk to employees and customers of the company.

3: Items to bring to the interview

Bring a legal pad / something to write on & a pen

References

- ❖ Use three former supervisors who are familiar with your work.
- ❖ Include their name and company as well as home and work phone numbers.
- ❖ Always consult with references for their approval and to ensure that their remarks are positive.

Resume

- ❖ Review your resume with your MRI Executive Recruiter.
- ❖ Always bring a copy of your resume with you. Make sure that the information is identical to the information supplied by the recruiter.
- ❖ Bring along any information you have pertaining to your activities with your present company. Never discuss or show proprietary information.

4: Arrival at the interview

- ❖ Arrive no earlier than fifteen minutes before the interview (but **no** later than five minutes prior to the interview).
- ❖ Allow adequate time for traffic, parking and a last minute appearance check. If possible, scout out the location the day before the interview to avoid last minute problems.
- ❖ Review your notes and go in with confidence. If asked, complete an application. Complete the application in full and leave no blanks. Do not write "see resume" as a response to any application question. Respond to "expected salary" questions as "open", and "current salary" questions truthfully. List references if requested. Your recruiter's name should be your response to any "referred by" questions.

Appearance

Male Candidates

- Fingernails should be short and clean, manicured if possible.
- Hair should be clean, well groomed and freshly trimmed. Use a dandruff shampoo, if necessary, and always comb hair with your jacket off.
- A navy blue or dark gray suit is appropriate for most positions. Be sure it's cleaned and pressed. Men with stout builds should avoid three-piece suits.
- Shirts should be white, freshly laundered and well pressed.
- A quiet tie with a subtle design and a hint of red is suitable for a first interview.
- Avoid loud colors and busy designs.
- Jewelry should be kept minimal. A watch and wedding or class ring are acceptable. Don't wear jewelry or pins that indicate membership in religious or service organizations. Use deodorant and avoid colognes or fragrances.
- Shoes that are black and freshly polished (including the heels) are a safe choice for an interview. Socks should be black or blue and worn over the calf.
- For good posture cross legs at the ankles, not at the knees.
- Maintain good eye contact.
- Do not take portable phones or beepers into an interview.

Female Candidates

- Fingernails should be clean, manicured if possible. Choose subtle low-key colors over bright fashion colors for nail polishes.
- Wear a suit or tailored dress in basic navy or gray. Blouses should also be tailored and color coordinated. Don't wear big bows or ties.
- Avoid exotic hairstyles and excessive makeup. Hair should be neat, clean and brushed with your jacket off. Makeup should be light and natural looking.
- Use deodorant and avoid colognes or fragrances.
- Jewelry should be limited and subtle. Don't wear jewelry or pins that indicate membership in religious or service organizations.
- A closed toe pump that is color coordinated with your outfit is appropriate for an interview. Avoid open-toed shoes or sling-backs.
- For good posture cross legs at the ankles, not at the knees.
- Maintain good eye contact.
- Do not take portable phones or beepers into an interview.

Interview Conduct

Remember lasting impressions are formed within the first two minutes of contact

- ❖ Shake hands firmly (no bone crushers or limp fish) and maintain eye contact throughout the interview.
- ❖ Maintain a high energy level, sit up straight. No coffee (to spill), no smoking.
- ❖ Conduct yourself with confidence and determination to get the job, even if you decide this position is not for you. Do not seem disinterested or appear to be job shopping.
- ❖ Always sell yourself !! The interview should be a two-way conversation. Ask questions, show interest in the company and position. Gather information to make an intelligent decision.
- ❖ The interview should be a two-way conversation.
- ❖ Ask the same question of different people that you see.

- ❖ Do not go off on tangents; subjects of mutual interest can be good ice breakers but should be discussed briefly. (Notice your surroundings. Trophies and pictures can be clues to interest and backgrounds.)
- ❖ Be yourself, display poise, confidence and knowledge. Do not fake knowledge.
- ❖ Be an active participant, whenever possible. Ask questions, show interest during a plant tour or demonstration or explanation of products.
- ❖ Caution !! Be polite to everyone including secretaries and receptionist and other staff. Everyone likes to give feedback.
- ❖ The objective of all interviews is to either get another interview or be hired for the position.

"One important key to success is self-confidence. An important key to self-confidence is preparation." -- Arthur Ashe

Preparation IS The Key To A Successful Interview

Preparation is the key for a successful interview. Conversation is smoother because you have an idea of what you're going to say and as a result you'll appear more at ease with the interviewer and that's always a plus. Take a few minutes to formulate a response for each question. Remember to keep your answers brief and focused while exploring opportunities to convey all relevant qualifications. One to three sentences will usually suffice. You should give complete but brief and relaxed answers to questions.

F.A.B. Charts

F Features:

Facts about yourself. Examples: Supervisor for 8 years. Staff engineering. B.S. in accounting. Experiences that are factual and objective.

A Accomplishments:

Significant, specific results you have obtained for present or past employers. Quantitative and measurable. Example: Reduced scrap by 15% by doing... Increased sales by \$200K. Opened 38 new accounts.

B Benefits:

Concrete example of what you can do for NEW employer because of past experiences. Example: Won't need long training periods.

Use a full sheet of paper- laid out as below

Feature Facts such as education, job titles, etc	Accomplishment How well you performed compared with someone in similar position	Benefit (or Result) Value to prospective employer

WHAT DOES A FAB DO?

- Tells what you can do for the employer.
- Tells how you can benefit the potential employer.
- Details what you have accomplished in present and past jobs.
- Can highlight your unique accomplishments and experiences.

HOW TO DO A FAB

1. Make several copies of the blank FAB worksheet.
2. You'll need to block out some time to do this correctly.
3. Analyze yourself and what you have done. Single out **FEATURES** that make up your education, years and types of experience, patents, licenses, awards won, special seminars and unique life experience.
4. Prepare a timesheet of your history. List all positions, no matter how small, including all promotions. List all significant **ACCOMPLISHMENTS** for each position. Try to quantify them with specific accomplishments. Numbers talk. Study them over. Identify what you can do and how you can **BENEFIT** the new employer because of past experience or training. Pick the most compelling reason they should hire you over someone else.
5. Put the information together on the FAB form. List these Features and the Accomplishments for each feature. Next to it show **BENEFITS** as result of the Features and Accomplishments.

Try to get as many benefits as possible. There may only be one benefit for numerous accomplishments. Study them. Have you forgotten anything? Were there more accomplishments or benefits that you overlooked? Can you qualify anything else?

Filling Our Your F.A.B.

As you begin to fill out your F.A.B. worksheet, ask yourself these questions:

1: *Did you help to increase sales, productivity, efficiency, etc?*

What was the percentage or dollar contribution? How did you do this? Did you have a unique approach or different results from others?

2: *Did you save money for the company?*

What were the circumstances? How much more (\$ and/or %) than others? How were your results compared to others?

3: *Did you institute any new systems or changes?*

What was the situation that led to the change? Who approved? Why was this system selected over others? Did it compete with others? What happened as a result?

4: *Did you identify any problem that had been overlooked?*

What was the problem? What was the solution? Why was it overlooked?

5: *Were you ever promoted?*

Why were you promoted? How long between promotions? Did you do something outstanding? How much more responsibility? Did you get to manage people? How many? Were you promoted by more than one party? Were you given significant salary increases or raises?

6: *Did you train anyone?*

Did you develop training techniques? Compare your results to others? Is your technique being used by others? Why is that?

7: *Did you suggest any new programs?*

What were they about? What are the results? Did they increase efficiency or sales? Were they published or presented at any industry seminars?

8: *Did you help to establish any new goals or objectives for your company?*

Did you convince management that they should adopt these goals or objectives? Why were they adopted?

9: Did you change the nature or scope of your job?

Why or how did you redefine your position? Have others with similar positions had their positions redefined because of you? Were there responsibility changes because of this? What were they?

10: Did you ever undertake a project that was not part of your responsibility because you liked the problem?

This is proof of job interest as well as the ability to take initiative.

11: Did you ever do anything to lighten your job or make it easier?

(This could result in increased profits or productivity.)

12: What special problems were you hired for or brought in to solve?

What did you do? How did you do it? What were the results?

13: Show any areas where you were creative (i.e., solutions, products, applications, markets, accounts, etc.)

14: What would you say would be the most important qualities for the position you seek?

Put yourself in the shoes of your prospective boss. Describe six qualities and look for examples you have for each of them. How do you stack up?

BASED UPON YOUR FABs: IF YOU WERE AN EMPLOYER, WOULD YOU WANT TO INTERVIEW THIS PERSON?

Questions you'll be Asked

You should give complete but brief and relaxed answers to questions. When possible use questions as a basis for developing information that you want to make sure is presented. Continue to sell yourself in a positive way. Describe jobs in terms of duties and give indicators of good performance such as raises, sales volume, and promotions. Include short stories involving problems or challenges and how you were able to solve or overcome them. Describe the results you achieved. (To assist you use FAB worksheet).

Background Questions

Describe Your Experience & Qualifications.

(The old "Tell Me About Yourself") Answer by describing your qualifications, education, continued education, & experience as it pertains to the position. Describe performance (in raises, promotions, awards, innovative designs, sales volumes, increased profits, etc.)

What are your greatest strengths?

Interviewers like to hear abstract qualities. Loyalty, willingness to work hard, eagerness, fast-learner, technical skills, politeness, and promptness, expressed in concrete terms are good examples. Avoid the simple generalization "I like people". It's not a good answer.

What are your greatest weaknesses?

Don't be intimidated. The interviewer probably wants reassurance that hiring you won't be a mistake. This is not the time to confess all your imperfections. (Do not state "not being able to go work on Mondays" or "coming in late", etc.). Present your weaknesses as professional strengths, (i.e., "Sometimes work too hard to make sure things are done accurately").

Personality Questions

What do you do in your spare time?

Name hobbies & other interests that will present you as a well rounded individual.

Motive Questions

Answer motive questions enthusiastically. Show the interviewer that you are interested in the position and that you really want the job. Remember to maintain eye contact and be sincere.

How can you contribute to this company?

Be positive and sell yourself! Strong technical skills, enthusiasm, and desire to complete projects correctly and efficiently are good responses.

Why should I hire you for this position?

Explain your qualifications and how they fit the available position. Address your interest in the job and the field and why you enjoy this style of work. Emphasize your ability to successfully perform the duties required & Increase profitability.

Why do you want to work for our firm?

Make a compliment about what the company does, its location, or its people. Other positive remarks might be about the company's product or service, content of the position or possibilities for growth or advancement. Research about the company is important here - your attitude should be enthusiastic.

Where do you hope to be in five years?

Use conservative growth positions that clearly show you plan to be there in five years, and that their investment in you will pay. Be sure that you know what can and cannot be achieved by the ideal candidate in this position, if not sure, ASK !! Show a strong desire for promotions.

What interests you most about this position?

State specifically why you are interested. Explain specifically what it is that attracted you to the position. If it's future growth tell them how you hope to achieve this. If it's challenge, explain the challenge and how you will meet it & be successful, etc.

What are your career goals?

Your answer should include short & long term goals.

Example: Short term - "I want to be the best in my current position while learning additional responsibilities in order to be considered for future promotion. I see myself wanting to stay technical but learn the necessary skills to lead people and projects."

Long term - "After proving my abilities, I would want to be in a position of having been promoted into the level of management that meets my qualifications & would continually challenge my abilities and skills.

What are you doing to achieve your goals?

I look at continued learning as the key to success. I continue my education, as you can see from my resume, by taking company educational courses, when offered and college courses. I also read trade publications and magazines to keep me informed about the current and future directions in my field. When possible, I participate in professional organizations in my field.

Job Satisfaction Questions

Why are you interested in making a change?

NEVER speak poorly about any employer. Be pleasant, be positive and be honest. Mention your desire to work for a more progressive company that offers more growth opportunities and recognition.

What do you like about your present (previous if applicable) position? What did you like least about your present / previous job?

An employer can evaluate the type of worker you will be by the items you choose. Cite specifics. You are also providing clues about the environment you seek. What you liked most can include a strong teamwork atmosphere, high-level of creativity, attainable deadlines. What you liked least should include any situations that you are unlikely to encounter in your new position.

What do you think your employers obligations are to you?

Interviewers listen for employees who want a positive, enthusiastic company atmosphere with the opportunity to advance. Such a person, they surmise, has motivation and staying power.

Are you applying for any other jobs?

In your answer, show that your search is geared for similar positions. This demonstrates a well-defined, focused objective. Make it known, if you are, that your talents are applicable to other businesses and that you have explored ways to maximize your potential and are serious about finding the perfect opportunity. Don't give an indication that you are just shopping.

Past Performance Questions

(To determine behavior based on past examples)

What kind of decisions are most difficult for you?

Again, be truthful and admit not everything comes easily. Be careful what you do admit so as not to instantly disqualify yourself. Explain that you try to gather as much information and advice as you can to make the best decision possible.

What causes you to lose your temper?

Everybody has a low boiling point on some particular issue. Pick one of yours, something safe and reasonable. People who are late to meetings, blame shifting, broken appointments and office "back-stabbing" are suitable responses. Don't say that you never

fly off the handle. You won't be believed.

What are your greatest accomplishments?

Be ready to recite one or two stories that demonstrate strong capabilities or achievements that will make you attractive to your new employer. A special project that you pioneered at your previous job, cutting department expenses, increasing productivity or receiving frequent promotions.

How do you feel about a younger male/female boss?

A question like this usually means that your boss will either be younger or of the opposite sex or both. Be certain that if you register any concern, you will probably not be hired. Explain that their age or sex is of no importance to you. You are only interested in their capability and what you can learn from them.

What kind of worker are you?

Again, no one is perfect. Showing that you tackle every assignment with all of your energy and talents is admirable, but mention that you also learn from your mistakes.

Salary Questions

Salary discussions should be avoided, if possible.

What type of salary do you have in mind?

Do not state a starting figure.

A suitable reply: " I am looking for the right opportunity and I am confident that if you find me the best candidate for this position, you will extend to me your best and most fair offer."

What is your current salary?

Answer truthfully. Remember that "**salary**" includes base, bonuses, commissions, benefits, and vacations as well as sick days and personal days. Also, if you are due a raise in the next three months, state the approximate percentage you expect.

Other questions you should be prepared to answer truthfully:

Are you willing to relocate?

May we check your references?

May we verify your income?

Answer a question to the best of your ability and then relax. If there is a period of silence before the interviewer asks the next question, stay calm. Interviewers often use silence to see if you can handle stress and maintain poise.

Questions You Should Ask

Your questions can help establish a smooth flow of conversation between you and the interviewer. Your interviews, however, should be two-way conversations. You must ask questions and take an active role in the interview. This demonstrates the importance you place on your work and your career.

Asking questions gives you a chance to demonstrate your depth of knowledge in the field as well as to establish an easy flow of conversation and relaxed atmosphere between you and the interviewer. Building this kind of rapport is always a plus in an interview. Remember, you are not just there for the interviewer to determine if you are right for the position, but your questions can help you determine if this position is right for you. Some of your questions should evolve from research you've done on the company in preparing for the interview. Following are some guidelines for your questions as well as some examples.

Don't cross examine the employer. Ask questions requiring an explanation. Questions which can be answered with a "yes" or "no" are conversation stoppers. Don't interrupt when the employer is answering YOUR question. Ask job-relevant questions. Focus on the job--the company, products, services, people. Prior to the interview, write your list of interest questions and take them with you. Ask about your potential peers, subordinates, and superiors. Take notes. Ask the employer how he/she got where they are today.

Interviewing Tips - Questions to Ask Potential Employers

1. What, as a hiring authority, is your vision of this job, and in your mind, what are the key responsibilities? (name the recruiter) has told me what he/she sees. What do you see?
2. Why isn't this position being filled from within the company?
3. Can you share with me the structure of the department or division and how it fits into the total organization? (The candidate must address their strengths and make them fit into what the employer is looking for.)
4. Considering the people in your department or company, tell me what your most valued employees are like and what are the three to five things that you believe makes them the most successful.
5. Explain to me what you perceive the corporate culture to be and what type of person best fits into the organization.

- 6.** Where and how did you get started with this company?
- 7.** As the hiring authority, specifically tell me about your management style and what traits best match with your personality to produce the most productive working environment.
- 8.** What are the three or four most significant problems or obstacles that your company faces and how do you plan to solve these issues? Growth? Financial stability?
- 9.** What are the three or four problems that your company faces that you are currently trying to solve?
- 10.** Is your company or department facing any disasters?
- 11.** What are the specific projects that I will be working on in the first month?
- 12.** In the first year, what are the three key contributions that you would expect from my performance?
- 13.** What makes you enjoy getting up each day and coming to work?
- 14.** In three to five years, where do you see my career going and what, specifically, could I do to get there?
- 15.** In terms of resources, what will I have available to work with (i.e., people, equipment, budget, etc.)?
- 16.** What are the three or four things that could cause a person to fail in your department?
- 17.** As the hiring authority, what do you like most about the individual who did this job before me and what three or four things made him/her most successful?
- 18.** In considering the new position, how do you plan to reorient the position for the future?
- 19.** Mr/Ms Hiring Authority, after interviewing me, and being exposed to me, how do you see my background adding value to your company?
(This question does two things: it exposes misunderstandings and the employer hears the affirmation of your positive qualities and "fit" with the company.)
- 20.** If I were to accept this job and come to work here, how do you see this job impacting my career? (If the hiring authority asks this, go over the problems that **you** can solve!)

Concluding the Interview

If you are sincerely interested in the position and are satisfied with the answers given, you should ask the interviewer if he/she feels that you are qualified for the position. This gives you another chance to review points that may need clarification. Illustrate confidence in your abilities and convince the interviewer that you are capable of handling the position successfully.

Ask for the job.

Make a positive statement about the position. Emphasize that this is exactly the type of opportunity you've been looking for and would like to be offered the position. Ask when you should expect an answer from your MRI Recruiter. A typical conclusion might be:

"Thank you for this meeting, _____. I like what I've heard today and I'd like to join your team. I know I'd be an asset to you/your department because you need someone who can ____, ____ and _____. As you know, I have (match your qualifications with the employer's "hot buttons"). Before I leave, do you have any more questions about my background or qualifications, or can I supply you with any more information? On a scale of 1 to 5, how do I compare to the other candidates you've interviewed? I can start as soon as you need me." The farewell should also include a smile, direct eye contact, and a firm but gentle handshake.

Follow-up and Thank You Letters

Following the interview, it is extremely important to **call your MRI recruiter** and relay to them your feelings and impressions of the position, the company and the hiring authority (or whoever you talked with). At this time let the recruiter know if you have any unanswered questions. Also, express your interest level in pursuing the position. At this time the recruiter will give you any follow-up information from the employer that he/she has.

A short note of appreciation should be sent immediately, via E-mail or Fax, to the employer to thank them for their time and to express your interest in the position and the company. You should also reiterate your qualifications and abilities to fill the position. It is imperative this be done no later than the following day.

Sample Thank you Letter:

Date

Address *Full Company name and address (no abbreviations)
Full name and title of interviewer*

Greeting *Dear Mr/Ms (Last name)*

Opening	It was a pleasure meeting with you on (date) to discuss the opening for (position) with (company).
Body	Comment and / or add something discussed during the interview to restate your qualifications and confidence in performing the job.
Close	It's an exciting opportunity, and I look forward to seeing you again very soon.
Salutation	Sincerely (Your name)

This is just one example. Discuss more specific options with your MRI recruiter.

Reasons for Rejection

Poor Attitude.

Many candidates come across as arrogant. While employers can afford to be self-centered, candidates cannot.

Appearance.

Many candidates do not consider their appearance as much as they should. First impressions are quickly made in the first three (3) to five (5) minutes. Review the appearance checklist.

Lack of Research.

It's obvious when candidates haven't learned about the job, company or industry prior to the interview. Visit the library or use the Internet to research the company, then talk with friends, peers and other professionals about the opportunity before each meeting.

Not having questions to ask.

Asking questions shows your interest in the company and the position. *Prepare a list of intelligent questions in advance.*

Not readily knowing the answers to interviewers' questions.

Anticipate and rehearse answers to tough questions about your background, such as a recent termination or an employment gap. Practicing with your spouse or friend before the interview will help you to frame intelligent questions.

Relying too much on resumes.

Employers hire people, not paper. Although a resume can list qualifications and skills, it's the interview dialogue that will portray you as a committed, responsive team player.

Too much humility.

Being conditioned not to brag, candidates are sometimes reluctant to describe their accomplishments. Explaining how you reach difficult or impressive goals helps employers understand what you can do for them.

Not relating skills to employer's needs.

A list of sterling accomplishments means little if you can't relate them to a company's requirements. Reiterate your skills and convince the employer that you can "do the same for them."

Handling salary issues adeptly.

First and foremost, your recruiter should be the one to handle salary issues. Candidates often ask about salary and benefit packages too early. If they believe an employer is interested, they may demand inappropriate amounts and price themselves out of the jobs. Candidates who ask for too little undervalue themselves or appear desperate.

Lack of career direction.

Job hunters who aren't clear about their career goals often can't spot or commit to appropriate opportunities. Not knowing what you want wastes everyone's time.

Lack of interest and enthusiasm.

Don't play hard to get! If you like what you hear, say so ***and*** ask for the job!

Apathetic plant/company tour.

Often candidates appear disinterested when touring facilities. Ask questions, show interest and **interact**. Don't appear unenthusiastic by walking around with your hands in your pockets.

Job shopping.

Some applicants, particularly those in certain high-tech, sales and marketing fields, will admit they're just "shopping" for opportunities and have little intention of changing jobs. This wastes time and leaves a bad impression with employers they may need to contact in the future.

Dealing with Counteroffers

Quitting a job is never easy. Career changes are tough enough and the anxieties of leaving a comfortable job, friends and environment for an unknown opportunity can easily cloud anyone's judgment. But, what should you do when your current employer "muddies the waters" even more by asking you to stay.

A counter offer is an inducement from your current employer to get you to stay after you've announced your intentions to accept another job elsewhere. And, in recent years, counteroffers have practically become the norm.

If you are considering a counteroffer, remain focused on your primary objectives. Why were you looking for another job to begin with? If an employee is happy with their current job, employer and/or salary, they're usually not paving the roads with resumes. So, often times a counter offer that promises more money never really remedies the real reasons for wanting to move on in the first place.

Apart from a short-term bandage on the problem, nothing will change the company and when the dust settles you can find yourself back in the same old rut. Recruiters report that more than 80% of those who accept counteroffers leave, begin looking for another job, or are "let go" within six to twelve months after announcing their intentions.

Counteroffers are certainly flattering and make an employee question their initial decision to leave. But often times they are merely stall tactics used by bosses and companies to alleviate an upheaval a departing employee can cause. High turnover also brings a boss's management skills into question. His reaction is to do what's necessary until he's better prepared to replace you.

They may say things like: "You can't leave, the department really needs you." "We were just about to give you a raise." "I didn't know you were unhappy." "Why didn't you come to me sooner?" "What can we do to make things better?"

Again, stay focused on your decision and your opportunities. You need to ask yourself what kind of company you work for, if you have to threaten to resign before they pay you what you're worth. Where did the money for the counteroffer come from? Is it your next raise or promotion just given early? Are future opportunities limited now? Will you have to threaten to leave again for another raise or promotion?

You've demonstrated your unhappiness and will be viewed as having committed blackmail in order to get a raise. Your loyalty will also be questioned come promotion time. Well managed companies rarely make counteroffers since they view their employment policies as fair and equitable.

If you do consider being "bought back", obtain the details of the offer in writing as well as a one-year "no cut" contract from the employer. If they refuse, as two-thirds of counter-offering employers do, your decision to leave is made.

Look at your current job and the new position as if you were unemployed, then make your decision based on which holds the *real* potential. It's probably the new job or you wouldn't have accepted it in the first place.

How to Resign

A sample resignation letter is shown below. Once you have accepted a new position, consider the following:

Do Not Delay - *give your notice on the day you make your decision.*

Keep It Professional - *focus on your new opportunity.*

Keep Your Distance - *they do not have a right to know where you are going.*

Write It Down - *hand your boss a resignation letter before talking.*

Request Confidentiality - *inform only those that need to know.*

Don't Listen To Counteroffers - *they are for the benefit of employers, not employees.*

Sample Resignation Letter:

Date

Dear *Immediate Supervisor*,

Please accept this letter as my formal resignation as *Your Current Title* from *Your Present Employer*. I have accepted another career opportunity. I, as well as my family, believe my new position will offer increased challenges, opportunity and financial rewards.

I want to take this opportunity to thank you and all my other acquaintances at *Present Employer* for your support in the past, and trust that my association has been meaningful. This has not been an easy decision, or one based on short term thinking, and therefore I am not open for a counter offer.

I leave *Present Employer* with wonderful memories and renewed enthusiasm and excitement for the future.

Sincerely,

Your name

Non-Compete Clauses

Notify your recruiter immediately if you have signed a non-compete agreement with your present employer. For more in-depth information see the link on our website or call our office directly.

Modified version - Management Recruiters