

SNRE JOB SEARCH HANDBOOK



Photo credit: Dave Brenner, SNRE

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How to Find a Job

Congratulations on choosing a career in the environmental field! SNRE's Job Search Handbook is designed to walk you through the steps to finding and securing your dream job. We have compiled our most valuable job search tools into one resource.

Finding your dream job can seem like a daunting task. How do I get started? What is the first step? To begin, identify what you are passionate about and learn what type of job is a good fit for you based on your skills, interests, and past experience. This will require a bit of reflection.

- **SNRE's Field of Study Career webpages**
(www.snre.umich.edu/current_students/career_resources/fos_resources) are a great starting place. Students can view lists of employers and job titles of SNRE graduates from a particular field of study.
- **Students are also encouraged to meet with SNRE Career Staff** for additional help to talk over career options and to learn how to research careers that may be of interest.
- **A career assessment test**
(careercenter.umich.edu/article/career-assessment-tools) may be helpful for students who are unsure of their strengths. U-M students can schedule a career assessment test at the U-M Career Center (for a small cost) and schedule a follow up meeting to go over their results. See link above.

Once you have a good handle on your skills and interests, it's time to start identifying organizations and jobs that may be a good fit. It will also be important to determine if you have a strong preference for certain geographic locations (or if you are open to all locations) domestically or abroad.

Keep in mind that it typically takes SNRE Master's graduates 5-6 months and PhD graduates 6-7 months to find a job so it is important to start your job search early. To help you manage the job search process, use the SNRE Career Path Timeline (Appendix 3). This handbook is intended to provide you with the key tools to finding and securing your dream job but we also recommend that you take advantage of SNRE's Career Services for additional help as needed.

Applying for a Job

The two most common job application requirements are a customized resume and a cover letter which employers will use to determine whether or not to invite you for an interview. SNRE has developed tools to help you draft a highly customized resume for a specific position and a template for drafting an effective cover letter to increase your chances of being invited for an interview.

SNRE's Job Search Tool

See Appendix 1:

This tool will help you start your job search quickly!

We designed this tool to provide students with some structure and organization to the job search.

How does it work?

- Identify the types of jobs and employers that interest you.
- Next, identify and track 20 organizations that match your career interests.
- Identify alums that you can reach out to at these companies.
- Finally, by talking with alums you may uncover hidden job opportunities at these organizations so you can apply to a very targeted list of jobs and track your progress.

**SNRE CAREER STAFF CAN PROVIDE ONE-ON-ONE HELP TO STUDENTS AND RECENT GRADUATES
(within the last 6 months) in a variety of areas:**

- Career direction assistance
- Job/internship search
- Connecting students with alums at organizations of interest
- Provide professional feedback on draft resumes and cover letters for job applications
- Practice interviews (phone, SKYPE, or in-person)
- Salary negotiation

Contact SNRE career staff at snre.careers@umich.edu, 1520 Dana Building, 734-764-6453

Creating a General Resume

A resume is a brief (typically 1-2 pages) summary of your professional and educational experiences. SNRE has a **resume template** to use for the general layout. If you are crafting a general resume and you are not sure what skills to highlight, review **SNRE's Universal Job Skills** ([See Appendix 2](#)). This list was developed by reviewing hundreds of environmental job postings across all sectors and identifying seven major themes/ skill areas that employers value universally. Use this list to develop resume bullets that highlight these skills. You can also use this list to develop examples in your cover letter and during interviews that draw from your professional, academic, and volunteer experiences to demonstrate these skills. Although a general resume is a good place to start, a customized resume is required when you begin to apply for specific positions.

- **SNRE's Universal Job Skills:** www.snre.umich.edu/files/universal_job_skills_pdf
- **SNRE Resume Template:** www.snre.umich.edu/current_students/career_services/resume

Customizing a Resume (for a Specific Position)

Why is it important for me to customize my resume for every position? A typical employer may spend only 30 seconds skimming over your resume as they review 50-100 applications for any given position. Your resume bullets must be customized to strongly match the skills listed in the job posting or it's highly unlikely that the employer will select your application for the interview pile. In addition, the layout of your resume must allow employers to easily and quickly find relevant info. For these reasons, we strongly recommend that you use the worksheet to customize your resume to make each bullet resonate with the employer. Click on the link below or see the printed sample on the next page.

- **SNRE's Worksheet to Customize Your Resume:**
snre.umich.edu/assets/oap/Worksheet_to_Customize_Your_Resume.pdf.

Make sure your resume shows your relevant skills through specific examples. Each example should begin with an action verb and end with the results/ outcomes of that activity, that is, how you made a process more efficient or how the data you collected will be used. Quantify examples if appropriate.

Weak bullet example: *Wrote a report.*

Strong bullet example: *Wrote a 50-page report for executive staff resulting in the adoption of energy saving recommendations. This led to a reduction in energy use by 20% and saved the company \$25K annually.*

- **Sample resume action words:** careercenter.umich.edu/article/resume-action-words

WORKSHEET TO CUSTOMIZE YOUR RESUME

Job Title: _____ Organization: _____

Instructions: Column 1, list all skills from job posting. Column 2, list which of your experiences (paid, academic, or volunteer) are most relevant to the skill listed in column 1. Column 3, create bullets following the format outlined and put them in your resume under the appropriate experience.

Skill/ Experience	Where Can I Demonstrate This?	Bullet to Insert in Resume --Begin with strong action verb conveying leadership, show outcome/success/numbers.
Ex: Ability to successfully manage multiple projects with overlapping deadlines.	Graduate Student Instructor position	<ul style="list-style-type: none"> Exceeded expectations teaching, grading, and maintaining office hours while simultaneously balancing a full load of courses in graduate school.

Developed by Lisa Yee-Litzenberg, Coordinator of Student Career Services, University of Michigan School of Natural Resources and Environment

Cover Letter Template

Why are cover letters important to employers? Employers typically read through cover letters carefully to learn more about a candidate, especially why they are interested in the organization and position because they want to hire people who are a strong fit. Cover letters also reveal whether the candidate is a good writer and also provide employers with detailed examples of relevant experiences and accomplishments. Your cover letter must convince the employer that you are a strong match for the job and that you will succeed in the job.

SNRE's cover letter template (see next page) will help you craft a strong cover letter that makes you stand out from other candidates. The body paragraphs should highlight your experience and accomplishments in detail for 2-3 of the job's most important skills. Additionally, please use this tool to customize your cover letter: www.snre.umich.edu/sites/all/files/Worksheet%20to%20Customize%20Your%20Cover%20Letter_0.pdf

INCREASE YOUR CHANCES OF BEING SELECTED FOR AN INTERVIEW:

Get professional feedback on your draft cover letter and resume

- Email your draft resume and cover letter along with a link to the job posting to: snre.careers@umich.edu and **set up a meeting with SNRE Career Service staff to receive direct feedback and suggested edits to help you strengthen your application.**

HEADING (same as used for resume, including name and contact information)

Today's date
Addressee's name
Addressee's position
Organization name
Mailing address
City, state and zip

Dear [insert name with appropriate title: Ms., Mrs., Mr., Dr., Hiring Manager or Hiring Team if unknown]:

1st Paragraph: This is the “why I’m writing you” paragraph that immediately tells the employer the position for which you want to be considered. This is short, usually 2-3 sentences. Start your letter with a statement that establishes a personal connection with the employer contact.

Ex: “I was thrilled to learn that xyz organization was hiring for a [insert job title] position. I have been a long-time member of your organization and I am passionate about [insert name of conservation issue related to the position].

Ex: “I recently met [insert staff member name] at the xyz conference and s/he encouraged me to apply for xyz position.”

SNRE Tip: Show your passion for the organization, their work, their approach or mission, the region. Do this briefly and specifically; all-encompassing statements will not work.

SNRE Tip: Include a brief explanation of how this position fits in with your long-term career interests. Employers prefer candidates with strong career-related interests who will hopefully plan to work with them for a while.

Body Paragraphs: This is the “why I’m qualified” paragraph(s). The mid-section of your letter should include roughly 2-3 concise paragraphs that provide detailed examples of your experience and accomplishments in 2-3 skill areas that are critical to the job/internship. Do not reiterate your resume word-for-word. Strong examples are important!

Ex: “I have a proven ability to develop effective relationships with key players from diverse backgrounds. While working at National Wildlife Federation, I developed a broad-based coalition in support of clean water regulations with diverse rural and urban groups including farmers, state environmental organizations, hunters, and city officials which ultimately led to the successful passage of this legislation.”

SNRE Tip: Always show how you will apply your skills and experiences to the success of the company/organization.

SNRE Tip: Use this template in partnership with the “How to Customize Your Cover Letter for a Specific Job.”

http://www.snre.umich.edu/sites/all/files/Worksheet%20to%20Customize%20Your%20Cover%20Letter_0.pdf

Closing Paragraph: Your last paragraph should initiate an action by explaining what you will do next (e.g., call the employer or instigate the reader to contact you to set up an interview). Close by thanking the reader for his/her time and consideration and reiterating your enthusiasm.

Sincerely,

Your handwritten or electronic signature
Your name (typed)

Additional Tips to Make Your Letter Professional

- **Research the company and the specifics about the position** so you can tailor your letter to the needs of the organization.
- **Address the letter to a specific person** when possible. Call the company and ask for the name (including spelling) and title (Dr. Ms. Mr. & job title) of the hiring manager.
- **Avoid using too many sentences that start with “I” and/or writing in the passive voice** (ex. “This experience enabled me to...” or “Through my internship, I was responsible for...”). Instead, make yourself the subject of each sentence and use active descriptions (ex. “In this internship, I demonstrated sound judgment and problem-solving skills on a daily basis.”)
- **Do not use contractions** (I’d, didn’t, don’t, it’s).
- **Spelling, grammar, formatting, and/or punctuation mistakes are out of the question!** Some employers will eliminate your application from consideration if they find a single error.
- **Keep your letter concise and focused.** Generally cover letters are no longer than one page. This is not the time to tell your entire life’s story!

Remember:

- Your cover letter should answer the question, *“Why should I hire you?”*
- It should grab the employer’s attention and point out why you, above all other applicants, should be contacted for a personal interview.

Networking and Leveraging Contacts

Although a strong customized resume and cover letter are critical for increasing your chances of being invited for an interview, typically you will also need to leverage contacts to get invited for an interview.

Leveraging contacts is simply asking people you know (that either work at the organization or that are highly trusted by that organization) to encourage the hiring manager to take a look at your application or to put in a good word for you in general. This will help you get noticed and likely increase your chances of being invited for an interview. When an insider vouches for you, it can set you apart from other strong candidates.

Conducting informational interviews with SNRE and/or U-M alums is a great place to start building critical connections with people at companies that interest you. Calling on (or leveraging) these connections later will increase your chances significantly of being invited for an interview.

Informational Interviews

An informational interview is a 20-30 minute conversation with a staff member (especially an alum) at an organization of interest to learn more about the organization, its project work, or a particular career path. It can be one of the most valuable ways to develop a professional relationship with insiders at an organization that interests you. Be sure to spend a few minutes introducing yourself and briefly summarizing your career interests so these contacts can be on the lookout for jobs at their organizations or partner organizations that may be a good match for you.

How do you set up an informational interview? Research the organization and find a staff member (especially an alum) who is working there in a department that interests you. You can either call or email that person to request an informational interview. Alternatively, if you know a secondary contact that knows the person you are interested in talking to, ask him/her to facilitate an introduction. Ideally you want to conduct the

informational interview in-person if the contact is local or if you will be traveling to their location, but you can also conduct informational interviews via phone or even SKYPE.

Here's a sample script of what you might say to ask for an informational interview:

Hello, my name is Sally Johnson. I am a Master's student at the University of Michigan School of Natural Resources and Environment studying environmental policy and planning. I am researching organizations that focus on climate change adaptation since this is an area of strong interest to me. I know that ABC organization is a leader in this field and I see that you work on this issue and that you are an SNRE alum. I would like to set up a 20-30 minute conversation with you in the next week or two to learn more about ABC's work in this area and also to get some career advice from you.

Be sure to review the **"Sample Informational Interview Questions"** (below) to get ideas for questions you might ask in an informational interview. Be sure to also customize the list of questions to suit your interests.

Sample Informational Interview Questions

An informational interview is a short 20-30 minute meeting (either in person or via phone) to learn more about a person's career path and to see if an organization is a good fit for you. Informational Interviews can also help you to build your professional network.

Where Can I Find People to Conduct Informational Interviews?

- People you meet at conferences
- SNRE Students and Alums in the SNRE LinkedIn group
- Alums who are employer contacts on eRecruiter (Employers/ Contact Directory/ More Options/ SNRE alum? YES)
- LinkedIn groups related to your professional interests
- Ask people you are conducting informational interviews with to recommend additional contacts

Below is a starter list of questions. Of course, you should feel free to add your own questions too.

- Tell me about your organization
 - How is it organized?
 - How large is your organization? Where do you have offices?
 - What is the reputation of your organization? How does your organization differ from similar ones?
 - What do you like most about working there?
 - What are some challenges/ frustrations about working there?
 - What's the work atmosphere/ culture like?
 - Are there opportunities to grow in your career?
 - What kinds of skills sets/ experience does your organization value?
 - How do colleagues interact? Is it a friendly place to work?
- What is your role at your company? What is your background? How did you get your job?
- Here's a little about my background . . . Are there opportunities for people with my skills and experiences at your organization or other partner organizations that you can recommend? If so, please give me the names and contact info of people that I can follow up with to learn more.
- Here's a copy of my resume, would you mind taking a look at it and letting me know which of my skills may be valued by your organization and which skills may be missing that would make me a more marketable candidate at your organization/ in this field?
- Thank you for your time and please keep in touch. I'd appreciate hearing from you if you learn about any opportunities that match my interest areas.

Where to find SNRE/ U-M Alums

SNRE LinkedIn Group: There are currently 1800+ Members of the SNRE LinkedIn Group (Students and 1,400+ Alums)!

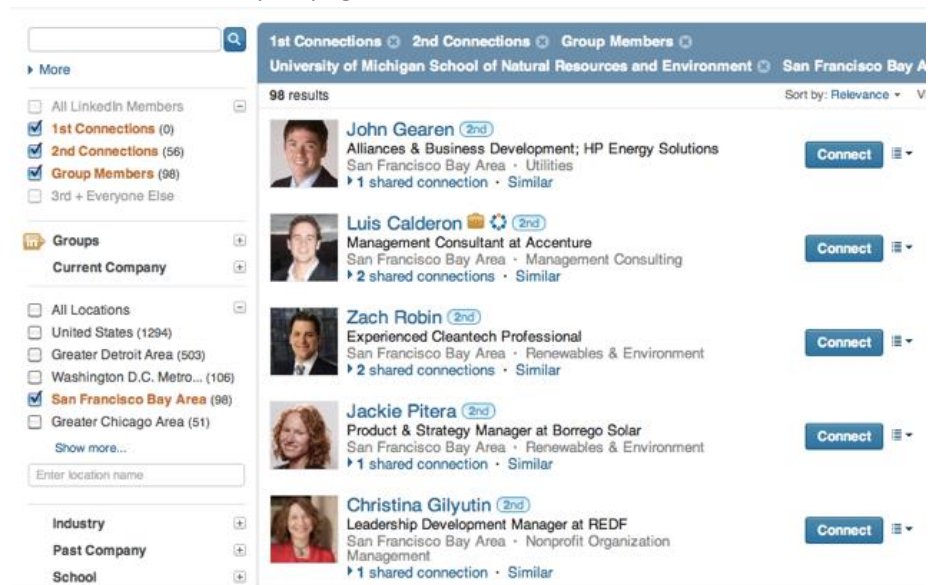
1. Click on ADVANCED to the right of search box on top of page

2. Click on the GROUP
“University of Michigan
School of Natural Resources
and Environment” from the
list under “Groups”

3. Click on “Search” on the left
side of the screen

4. Review the search options
on the left to find alums by
industry, company, location,
years of experience,
function, etc.

**To Search for alums in a
particular city,** enter the
Postal Code in the box on
the left. Note: there is a
“lookup” link to the right of
the box .



Example of Search for SNRE Alums/Students in San Francisco Bay area (yielded 120 results):

Use SNRE's **eRecruiter System** to Find **770+ SNRE Alums** with employer accounts:

1. On eRecruiter: Click on EMPLOYERS tab/ CONTACTS subtab

2. Click on “More Options” and Under “SNRE Alumni?” Field, Click YES, then SEARCH



Click on More
Options and
then SNRE
Alumni or UM
Alumni, select
Yes

Let us know if you need additional help finding alumni contacts/ others for your networking efforts!

When and How to Leverage Contacts

- **When to leverage your network**
 - At key points:
 - 1) to help you get an interview
 - 2) to help you stand out from top candidates (once you are invited for an interview)
- **Who are the best people in my network to leverage?**
 - People that work at the company/ organization (especially alums/ others that know you well)
 - People that have collaborated closely with the company/ organization (people at partner organizations or perhaps a professor that has connections there)
 - Students who have interned there
- **Tools to leverage your network**
 - A call to someone you know that works there and who can put in a good word for you
 - Calls to an employer from people in your network that the employer trusts
 - References (sent as part of your application or as requested by employer)
 - Reference letters (sent as part of your application or perhaps shown during an interview)
- **How to leverage your network**
 - Identify a person of influence that you know or an alum at the organization and **ask them to put in a good word for you and/ or to encourage the hiring manager to take a look at your application.** This strategy might help get you an interview after you apply for a position.
 - Or if you've been invited for an interview, you can leverage your network and have a person of influence put in a good word for you to the hiring manager. **Employers often hire people that their staff or other trusted sources recommend.**

"From my personal experiences, reaching out to alumni has been the most effective way to generate positive responses from potential employers and secure interview opportunities.

90% of alums that I reached out to granted me informational interviews (50% of these resulted in job interviews), while only around 10% of companies offered me the chance to speak with them if I merely applied online without reaching out to alums.

The career services staff at SNRE have been a huge help in my job-hunting process from day one. They were instrumental in showing me how to identify and reach out to alums. As an international student, I wouldn't be able to cross all these hurdles without them."

--Rex Zhang, M.S. NRE: Sustainable Systems and Environmental Policy and Planning, April 2013

Interviewing

If you have made it to the interview stage, you should be congratulated! Your hard work has paid off and you are among a small list of candidates that will be given a chance to interview for the position. First interviews are typically done via phone or perhaps SKYPE and are conducted to further eliminate candidates so that a manageable number can be invited for in-person interviews.

Preparing for an Interview

- Ask for interview itinerary including interview format, length, and the names (including spelling) and titles of individuals that will be interviewing you.

- Do additional research on company and individuals that are interviewing you (know projects that they are working on, their background, and perhaps try to find out if you have something in common).
- Use the **“10 Commonly Asked Interview Questions”** and the **“Behavioral Interview Questions”** on the following pages to practice answering these sample questions out loud multiple times at home. Refine your answers each time to make improvements.
- Schedule a one-hour mock interview with SNRE Career Staff (snre.careers@umich.edu).
- Think about leveraging any contacts you know that work there to put in a good word for you to the hiring manager.

Interview Follow-Up

- Be sure to send a thank you note via email immediately after the interview (same day if possible) reiterating your enthusiasm and thanking each person for taking time to interview you.

Phone Interview Tips

Interviewing over the phone can often times be more intimidating than interviewing in person. Sure, it requires the same amount of preparation and knowledge of the employer. And yes, it is true that you don't have to worry about showering or putting on deodorant. However, many participants of phone interviews realize too late that there are some major hurdles to overcome, and that if you don't start preparing ahead of time, it may be difficult to make the impression you desire.

One significant difference of phone interviewing as opposed to on-site interviewing is your inability to see the face of your interviewer. This may sound like a positive attribute at first, but not being able to see non-verbal communication can throw you off dramatically. Imagine not being able to tell if the person on the other end of the phone is smiling when you tell a joke. Or what if you have to interview with several people over a speakerphone? It could get pretty tricky trying to keep track of who is talking or who to direct your answer.

The tips below will help you prepare for a successful phone interview.

- Dress up as if you were interviewing in person.
- Keep resume, employer research, message points (3 to 5 key skills/ experiences that you want to make sure you highlight in the interview) and concluding questions in front of you at all times.
- Make sure you have the names and titles of staff that will be interviewing you and that you have researched their backgrounds. This may help you develop a rapport with staff during the interview.
- Make sure you are next to the phone at least five minutes before your scheduled time.
- If you use a cordless/ cell phone, make sure you have charged the battery completely the night before. Also make sure that your cell phone has perfect reception at the location or use a land line.
- You can request a conference room at SNRE with a phone (snre.rooms@umich.edu) but be sure to work out all logistical information in advance (phone number of conference room, how to operate the phone—check with SNRE IT or Career staff in advance).
- When the interview starts you will most likely be introduced to everyone who is present, WRITE DOWN NAMES (so you can address the interviewers by name and send thank you cards later).
- Try to be in front of a mirror when you are on the phone. Being able to see who you are talking to (even if it's you) will help tremendously.

- Think about concentration and energy level. If sitting will decrease your energy, then walk around during the interview. If walking around will distract you, then sit.
- Smile before you answer each question. This will positively affect how you sound during the interview.
- Make sure you have told everyone you live with that you will be interviewing so they can be respectful of your situation.
- Place a “Do Not Disturb” sign on your door to remind others not to interrupt you.
- Try to get your voice warmed up a bit before the interview. Sing a song!
- Have a glass of water nearby.
- Turn off call-waiting.
- Have your calendar present.
- Avoid using “ums” and “ers” as they are especially noticeable on the phone.

(These tips were excerpted and adapted from a U-M Career Services handout)

SKYPE Interview Tips

More companies may conduct initial screening or internship interviews via Skype because it saves time and money. However, there are still some things you need to do to prepare and present yourself well.

- Dress professionally. Unlike a phone interview, you will be seen. Dark clothes and solids with a touch of color work best for the camera.
- Do a practice SKYPE session with a friend to make sure you understand how the technology works, that all of your equipment works properly, and that your internet speed is adequate.
- Consider using headphones with a microphone or keep speaker volume at a lower level (make sure you can hear the interviewer) to prevent playback from the speakers. You can borrow headphones from SNRE’s Career Services office (1520 Dana).
- Exchange and accept SKYPE addresses before. Ensure you have a professional login name.
- Set up camera so it is eye level with you and so your head, shoulders, and hands are visible. Set up lighting so it is flattering.
- Look into camera (typically not the screen) when answering questions. A practice session will help you figure out the best place to look so you appear to be looking at the interviewer(s).
- Eliminate distracting/ cluttered backgrounds.
- Use good posture and positive facial expressions.
- Make sure the interviewer is done asking a question before answering. Speak slowly and clearly.
- Follow the same tips for phone interviews in ensuring you will not be disturbed during the interview.

10 Commonly Asked Interview Questions

One of the best ways to prepare for an interview is to practice. Start by writing down your answers to the questions below. *Try to include an example or two that highlights a specific experience that you have in each skill area.* Add some of your own questions that you anticipate an employer asking.

Practice asking yourself these questions and saying your answers out loud several times. Your goal is to be able to be comfortable enough with these questions in an interview situation that your answers come out in a concise and confident fashion. Refine your answers. Practice with a roommate or friend and have them ask

you these questions in a different order. Ask for their feedback. Finally, schedule a mock interview with SNRE Career staff (snre.careers@umich.edu).

SNRE's 10 Commonly Asked Interview Questions

1. What inspired you to apply for this position? What do you know about our organization? Why are you interested in our organization?
2. What are the top three skills that make you the best candidate for this position? What aspects of this position may be a challenge for you and how would you address them?
3. This position requires these three skills (select the top three skills from the job description) and give us examples of your experience in each of these areas.
4. Describe a situation where you had a conflict with a boss or a co-worker and describe how you resolved the situation.
5. This position involves working well individually with minimal supervision and also in multi-disciplinary teams. Describe an experience where you succeeded in each of these situations.
6. This work will involve juggling multiple complex tasks with overlapping deadlines. Tell us about an experience where you were working under a similar situation and how you succeeded.
7. If I asked your former bosses about you, how would they describe you? If I asked former co-workers, how would they describe you?
8. How does this position fit in with your long-term career goals (5 years? 10 years?)?
9. Is there anything else you'd like to tell us about yourself? Or tell me about yourself. (Be prepared to answer open-ended questions with exactly the message you want to convey). Use your message points.
10. What questions do you have for us? (Be prepared to ask a few questions that show thoughtful consideration of the position/work but that do not set off any red flags and that engage the interviewer(s)).

Behavioral Interview Questions

Use the STAR framework to answer all behavioral based interview questions.

S ituation or T ask	Describe the situation that you were in or the task that you needed to accomplish. You must describe a specific event or situation, not a generalized description of what you have done in the past. Be sure to give enough detail for the interviewer to understand. This situation can be from a previous job, from a volunteer experience, or any relevant event.
A ction you took	Describe the action you took and be sure to keep the focus on you. Even if you are discussing a group project or effort, describe what you did -- not the efforts of the team. Don't tell what you might do, tell what you did.
R esults you achieved	What happened? How did the event end? What did you accomplish? What did you learn?

1. Tell me about a time that you served in a leadership role.
2. Give me an example of a time when you used your analytical skills to solve a problem.
3. Tell me about a time when you had to write a major report.
4. Describe an experience where you had to juggle multiple tasks and overlapping deadlines.
5. Tell me about a time that you tried to accomplish something but failed. What did you learn?
6. Describe a situation in which you were able to use persuasion to successfully convince someone to see things your way.
7. Tell me about a time you had a conflict with a boss or co-worker and how did you resolve it?
8. Give me an example of a time where you set a goal and were able to accomplish it.
9. Tell me about a time when you had a difficult decision to make but ultimately you did the right thing.
10. Describe a past experience where you had to speak in a public setting.

Evaluating/ Negotiating a Job Offer

Generally you should not bring up salary until the employer is giving you an offer.

Sometimes an employer may ask for your salary expectation during the interview process, before they have made a formal offer. If this happens, you have a few options.

- Option 1: State “I am happy to discuss salary details more specifically once a specific offer is made.”
Pro - This provides you with more time to learn about all the position requirements and sell the skills and expertise you bring. Con – may come across as evasive or could waste time interviewing for a job that does not meet your salary requirements.
- Option 2: Provide a salary range. This requires you to do some research and plan ahead (before the interview). Pro – will find out if the position is in your salary range. Con – may price yourself out of consideration OR be lower than the position pays.

Once you get a job offer, there are many resources to help you evaluate the offer.

- **SNRE’s Salary Negotiation resources:**
www.snre.umich.edu/current_students/career_services/offers_negotiation
- **O*net is an occupational handbook** maintained by the Department of Labor that provides information on hundreds of occupations including salary ranges. Go to www.onetonline.org/find/ and enter the occupation title for the job you are considering. Scroll through the information and at the bottom of the list, salary information is provided. You can click on this link to get specific state data as well.
- **Glassdoor.com** gives you a free look at company salaries www.glassdoor.com/Salaries/index.htm at over 27,000 companies
- **Salary.com**, free salary wizard to find national and local salary ranges of many occupations
- The NACE Salary Calculator Center www.jobsearchintelligence.com/NACE/salary-calculator-intro/.
- For tips and things to consider when negotiating salary, go to www.salary.com/everything-is-negotiable-learn-the-power-factors/.

In addition to salary, what else is negotiable? Almost everything is negotiable, but here is a list of items that are commonly negotiated.

- Assistance with moving expenses
- Start date
- Additional (paid or unpaid) vacation time
- Coverage of work related expenses such as tools, cell phones, etc.
- Review time for annual raises (ex: if an employer is not willing to negotiate on salary, they might be willing to negotiate for a 6-month review of your performance, instead of a full year, for an annual raise.

What Should I Expect When an Offer is Made?

- Generally you are NOT expected to accept the offer on the spot! It is common to be given one week to accept an offer.
- Thank the employer for the offer and ask for some time to consider it. Be sure that both you and the employer agree on the date that you will let them know.
- Offers should be made in writing and clearly articulate the position title, pay, start date, and sometimes details regarding benefits. If it is a verbal offer, ask for a written one.
- If you are expecting other potential offers, let other employers (that you have applied with) know that you have an offer and when you are expected to make a decision. This may encourage other employers interested in you to step up their process and possibly make you an offer more quickly than their original timeframe. Ideally this may result in multiple offers for you to be able to consider at the same time.

Other things to consider when evaluating a job opportunity include the job itself, the company work environment, flex time, etc. Check out http://careerplanning.about.com/cs/joboffers/a/evaluate_offer.htm for more things to consider.

SNRE CAREER STAFF CAN PROVIDE ONE-ON-ONE HELP TO STUDENTS AND RECENT GRADUATES (within the last 6 months) in a variety of areas:

- Career direction assistance
- Job/internship search
- Connecting students with alums at organizations of interest
- Provide professional feedback on draft resumes and cover letters for job applications
- Practice interviews (phone, SKYPE, or in-person)
- Salary negotiation

Contact SNRE career staff at snre.careers@umich.edu, 1520 Dana Building, 734-764-6453

Appendix 1: Job Search Tool

Instructions for completing Job Tracking Spreadsheet on following page:

Step 1: Write description of my Dream Job:

Focus area, sector(s), any strong geographic preference

Ex 1: climate change adaptation work with a local city government anywhere (prefer east coast)

Ex 2: sustainable food focus with an NGO in Detroit

Step 2: Identify 20 organizations that interest me using at least five of the strategies outlined below and record on spreadsheet

1. eRecruiter: Employers (search by FOS, keyword)
2. LinkedIn: Companies/ Search Companies + search relevant LinkedIn groups (ex: "Groups You May Like," "Your Groups," "SNRE LinkedIn group" etc.)
3. Chat with SNRE Career Staff for ideas (stop in 1520 Dana)
4. Talk with SNRE alums (SNRE career staff can help connect you with alums)
5. Google key words (ex: LCA)
6. Use a job search aggregator such as www.indeed.com or www.simplyhired.com
7. See SNRE Field of Study Career webpage to view a list of employers and job titles as well as good job search sites for alums from each field of study:
www.snre.umich.edu/current_students/career_resources/fos_resources

Step 3: Identify SNRE or UM alums at any of these organizations and record on the job tracking worksheet

- Get help from career staff
- Use SNRE LinkedIn and eRecruiter employer contacts to search

Step 4: Reach out to alums to set up informational interviews to learn more about organization.

- Using eRecruiter
 - Click on EMPLOYERS tab / CONTACTS subtab
 - Click on MORE OPTIONS
 - Under "SNRE Alumni?" Field, Click YES, then SEARCH
- Using LinkedIn
 - Under Advanced, select the SNRE Group
 - Click SEARCH
 - On left side, enter additional search criteria

Step 5: Identify positions at these companies that interest me based on criteria such as score, alumni connections, etc. and apply. Not all jobs are posted, so review Step 4 to find jobs in the hidden market.

Score:

Ratings likely to change based on conversations with alums/ as you learn more through your research:

1 = Highly Interested and a good fit;

2 = Highly Interested;

3 = Fairly Interested;

4= Not a good fit

SNRE Job Tracking Spreadsheet

[illegible]

Appendix 2: Universal Job Skills

Skills to Highlight in your Resume | Cover Letter | Job Interview

SKILL

HOW TO DEMONSTRATE

Drawing from professional, internship, academic, and volunteer experiences

<u>Communication/ Media</u> <ul style="list-style-type: none"> • Ability to communicate complex/ technical subjects to general audiences • Ability to communicate and coordinate across departments of an organization • Ability to communicate and coordinate with external organizations and constituents 	<p><u>Written</u>: reports, newsletters, brochures, press releases, dissertation or thesis/ project reports</p> <p><u>Verbal</u>: public presentations, GSI teaching positions, radio/TV interviews</p> <p><u>Intra-organization</u>: staff/ internal committees</p> <p><u>External organizations/ constituents</u>: multi-stakeholder groups</p>
<u>Multidisciplinary Team Experience</u> <ul style="list-style-type: none"> • Ability to work well on teams that include diverse people/ skill sets. 	<ul style="list-style-type: none"> • Master's Projects • Other group projects
<u>Interpersonal</u> <ul style="list-style-type: none"> • Building strong relationships with diverse constituents (ability to listen/ empathize is key) • Ability to build coalitions • Demonstrated ability to get along well with others 	<ul style="list-style-type: none"> • Serving on multi-stakeholder groups, working with people from diverse backgrounds, student government • Grassroots organizing, environmental campaigns • Interpersonal skills are best demonstrated in an interview
<u>Management</u> <ul style="list-style-type: none"> • People management • Vision • Project management • Ability to manage/ adapt to change • Time management (ability to effectively balance multiple project deadlines while exceeding expectations) • Budget development and implementation • Fundraising experience (grant research, writing, reporting, individual donor development, developing relationships with foundations or corporations that lead to funding). 	<ul style="list-style-type: none"> • <u>People</u>: Supervising staff/ volunteers (ability to motivate others to do their best) • <u>Vision</u>: Developing vision/strategic plan for project/organization • <u>Project Management</u>: Working with key constituencies to develop project plan, ensuring timely implementation of plan at individual staff and team level, project assessment/ evaluation • <u>Change Management</u>: Successfully addressing challenges using innovative approaches • <u>Time Management</u>: Balancing full load of courses while teaching (GSI) or working • <u>Budget</u>: Developing research project budgets and staying on budget with annual expenditures • <u>Fundraising</u>: Researching appropriate funding sources, preparing funding applications, leveraging funds/in-kind support

<u>Leadership/ Showing Initiative</u>	<ul style="list-style-type: none"> • Leadership roles on student government, student groups, committees, boards, past employers • Special Fellowships: (ex: Doris Duke, Presidential Management) • Going above and beyond to create positive change (making a tool more efficient, creating a program that serves as a regional/state model) •
<u>Technical Skills</u>	<ul style="list-style-type: none"> • Relevant coursework/ degrees • Certification (ex: Spatial Analysis certification) • Relevant languages • Specific examples of projects using these skills • Computer software skills
<u>Analytical/ Problem Solving Skills</u>	<ul style="list-style-type: none"> • Advanced Science, Business, Law or PhD degree • Relevant coursework • Master's Project/ Practicum/ Thesis/ Dissertation • Consulting work

Developed by Lisa Yee-Litzenberg for the
University of Michigan
School of Natural Resources and Environment

SNRE CAREER PATH TIMELINE & QUICK LINKS



		FIRST YEAR: FALL SEMESTER	FIRST YEAR: WINTER SEMESTER	SECOND YEAR: FALL SEMESTER	SECOND YEAR: WINTER SEMESTER
BUILD A FOUNDATION	ERECRUITER	Set up your student eRecruiter account	Set up job/internship search agents	Update profile, make sure resume is current	Monitor for job postings, career workshops
	RESUME	Upload resume to eRecruiter (see job search handbook)		Update resume, repost on eRecruiter	Customize for each job/employer
	LINKEDIN	Set up profile, Join the SNRE LinkedIn Group	Network with alums & students in SNRE group	Update your profile	
	FIELD OF STUDY (FOS) PAGES	Visit your FOS careers page for internship resources		Consult your FOS careers page for tips and leads	
	CAREER WORKSHOPS	Attend internship & other career workshops		Attend Job Search 101 workshop & career week events	
PROFESSIONAL DEVELOPMENT	SNRE CAREER FAIR	View participating employers, prepare questions (Dec.)	Attend fair, follow-up with employers of interest		Attend fair, follow-up with employers of interest
	PROFESSIONAL ORGANIZATIONS	Consider joining an org. Recommended list on FOS pages	Consider joining an org. Recommended list on FOS pages	Remain involved, attend meetings, network	
	CONFERENCES		Attend a conference. Lists available on FOS pages	Attend a conference. Lists available on FOS pages	
	INTERNSHIPS	Start internship funding apps & scout potential master's projects	Apply for summer internships, choose a master's project		
	CAREER RESOURCES	Get familiar with SNRE careers web page	Print SNRE business cards. Template on careers website	Talk to Career Services staff about your career goals	Contact snre.careers@umich for job search advice
GETTING A JOB	CAREER FOCUS	Meet with career staff to identify career goals/interests	Develop targeted list of employers	Set up info interviews with alums at targeted employers	
	INTERVIEWS	Brush up on interview skills with web resources	Email snre.careers@umich.edu for mock interviews	Send careers staff job description for custom interviews	
	EMPLOYER INFO SESSIONS	Attend	Attend	Attend	Attend
	APPLICATIONS	See job search handbook	Email snre.career@umich for cover letter reviews	Start applying now. Usually takes 4-5 months to secure a jobs	Customize cover letters, resumes for each employer
	NEGOTIATING	See job search handbook	Negotiate internship responsibilities		Negotiate offers of employment, salaries

Questions?

Contact us at: snre.careers@umich.edu

SNRE MS AND MLA CAREER INFORMATION

From December 2013 to August 2014, the School of Natural Resources and Environment graduated 153 MS and MLA students.

72% (110/153) of these recent graduates responded to this survey: 71% MS (101/142) and 82% MLA (9/11). 19% of survey respondents were international students.

The information below was compiled with data gathered from these graduates and statistics were calculated based on the number of respondents for each question.

SALARY INFORMATION

Data is from MS and MLA graduates within nine months after graduation, working full-time in the Natural Resources and Environment field

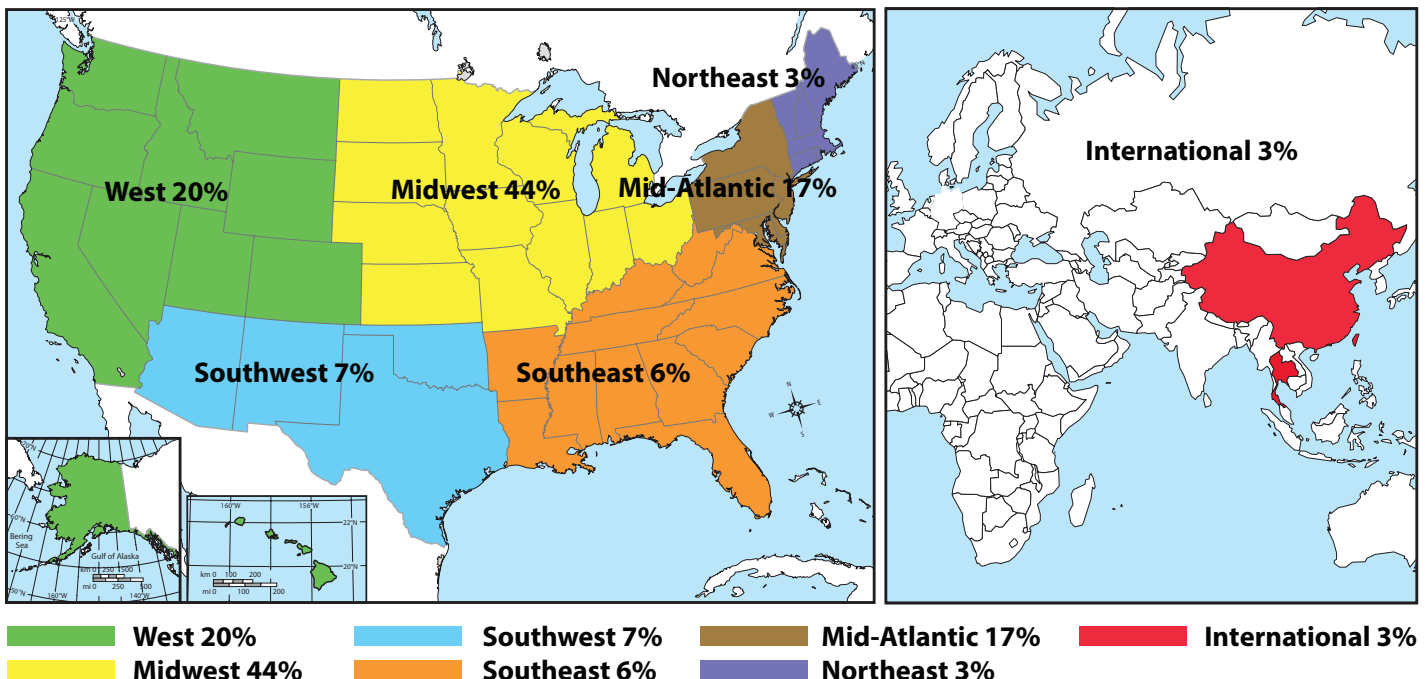
Yearly Averages:

- Dual Degree Students (MS/MBA, MS/Law, etc.) \$87,656
- MS and MLA Graduates \$47,267
- Overall \$58,475

QUICK FACTS:

- 27% of survey respondents graduated with a dual degree. Some examples of a dual MS or MLA degrees are in Business, Public Health, Engineering, Economics, Public Policy, Social Work, Law, and Urban Planning.
- On average, it took SNRE MS and MLA graduates 5-6 months from the beginning their job search to secure a job; 43% secured a job on or before graduation (or returned to a prior position)..
- Continuing Education: 5% are currently pursuing additional education (4 PhD, 2 Teaching Certificates).
- The majority of our graduates first contact with their current employer was through:
 - networking through personal and alumni connections (37%)
 - online job posting including eRecruiter (30%)
 - previous work experience including internship/ master's project (11%)
 - working with a contact at the Ross School of Business (11% - dual MS/MBA students)

WHERE SNRE MS AND MLA GRADUATES ARE EMPLOYED



EMPLOYMENT INFORMATION (SECTOR, EMPLOYER, JOB TITLE) OF MS AND MLA GRADUATES THAT WORK IN THE NATURAL RESOURCES AND ENVIRONMENT FIELD FROM THE 2013-2014 SURVEY OF ALUMNI

PRIVATE

- Amazon.com (Sr. Product Manager)
- ARCADIS US Inc. (Energy Engineer)
- Backer Landscaping Inc. (Landscape Designer)
- BizLink Tech Inc. (Project Engineer)
- Black & Veatch (Renewable Energy Consultant)
- Bureau Veritas North America, Inc. (Env Consultant)
- Capital Impact Partners (Loan Associate)
- CNA Environmental, LLC (Field Coordinator)
- Coastal Management Resources, LLC (Landscape Planner/ Designer)*
- Cummins Inc. (Global Program Manager Strategic Analyst)
- DeClark's Landscaping (Landscape Design and Sales)*
- Dow Chemical Company (EH&S Sustainability Specialist)
- DrillingInfo (Oil & Gas Research Analyst)
- Ecova (Technical Specialist)
- ENVIRON (Associate)
- Environmental Science Consultants Corporate (Engineer)
- Equarius Risk Analytics (Environmental Analyst)
- ERM (Sustainability consultant)
- Foley Hoag LLP (Associate Attorney)
- Greenman-Pedersen, Inc.(Env Specialist & Data Analyst)*
- Hubbell, Roth, and Clark, Inc. (Environmental Analyst)
- ICF International (2) (Associate, Analyst)
- MAKE Consulting (Market Analyst)
- Marstel-Day (Research Analyst to the CEO)
- McKinsey & Company (Associate)
- Mithun (Landscape Designer)
- SmithGroupJJR (Landscape Architect I)*
- SunEdison (Solar Leadership Program Associate)
- VITA Landscape and Planning (Landscape Designer)*
- W.H.Canon, Inc. (Construction Estimator)*

NON PROFIT

- African Wildlife Foundation (Conservation GIS Associate)
- Alliance for the Chesapeake Bay/Chesapeake Bay Program (Online Communications Manager)
- Audubon Nature Institute - Zoo (Youth Dev Coordinator)
- Ceres (Associate, Corporate program)
- Clean Energy Coalition (Project Associate)
- Climate Registry (Verification Assistant)
- Ecological Restoration Institute (Program Coordinator)
- Forest Trends Association (Forest Trade Finance Associate)

- Grand Traverse Conservation District (Northwest Michigan Invasive Species Network Coordinator)
- International Food Policy Research Institute (GIS/Remote Sensing Senior Research Assistant)
- REAP Food Group (AmeriCorps Farm to School Specialist)
- San Diego Zoo Institute (Community-based Con Ecologist)

ACADEMIC

- Augsburg College (Campus Kitchen Director)
- California State University, Long Beach (Instructor)
- Children's Environmental Health Initiative (Research Area Specialist Associate)
- Graham Sustainability Institute (Research Assistant)
- Michigan Sea Grant (Extension Educator)
- Michigan State University (2) (Community Food Systems Educator, Workgroup Coordinator)
- University of Michigan (5) (Communications Associate, Research Project Coordinator, Research Assistant, Urban Adaptation Project Manager, Education Project Coordinator)
- University of Minnesota (2) (Assistant & Junior Scientist)

GOVERNMENT

- City and County of San Francisco (Planner)
- Environmental Protection Agency (ORISE Fellow)
- GA World Congress Center (Recycling Specialist)
- Los Angeles Zoo (Education Specialist)
- Michigan Department of Environmental Quality (2) (GIS and Remote Sensing Analyst, EQA)
- Natural Area Preservation, Ann Arbor (Outreach Assistant)
- New York State Energy Research and Development Authority (NYSERDA) (Associate Project Manager)
- National Oceanic and Atmospheric Administration (MAPP Program Fellow)
- Portland State University/Bureau of Land Management (Hatfield Resident Fellow)
- U.S. Office of Mgmt and Budget (Presidential Management Fellow, Program Examiner)
- USDA Forest Service (Economic Research Fellow)
- USGS-Great Lakes Science Center (Fisheries Contractor)

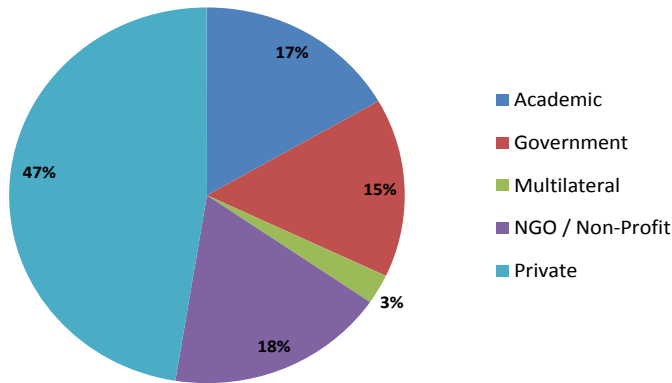
MULTILATERAL

- World Bank Group (2) (Fund Analyst & Environmental Analyst)

EMPLOYMENT SECTOR

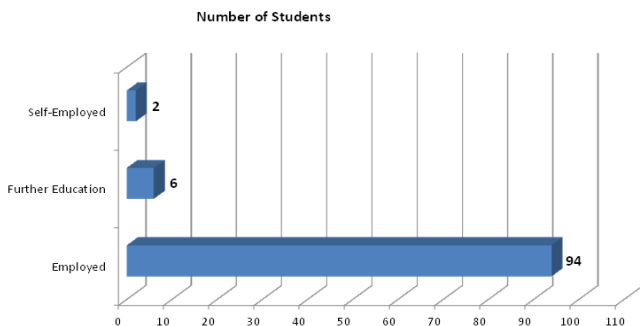
EMPLOYMENT SECTOR QUICK FACTS

- Of the MS students working in the NRE field in the private sector, 52% are working as a consultant.
- Of the students working in the government sector, 46% work for the Federal Government, 36% work for a state and, 18% work for a city government agency.



This chart is based on data from graduates working in the Natural Resources and Environment field.

- 93% (102/110) of survey respondents are employed, self-employed, or continuing their education within nine months of graduation.



- 82% of full-time working graduates are in the natural resources and environment (NRE) field. Some graduates are working in a non-NRE related field in organizations such as:
 - A.T. Kearney (Associate)
 - Cambridge Group (Consultant)
 - Bain & Company, Inc. (2) (Consultant)
 - Bay Area Discovery Museum (Public Programs Asst Mgr)
 - Deloitte (Senior Consultant)
 - Intel (Strategic Finance Specialist)
 - KPMG (Senior Associate)
 - McKinsey & Company (2) (Associate)
 - Michigan Athletics (Program Assistant)
 - Microsoft (Business Planner)
 - Priceline.com (GIS Analyst)

SNRE CAREER ADVANTAGE

IMA OTUDOR

2014 MS Graduate

Sustainable Systems

As the Recycling Specialist for the GA World Congress Center, Ima works on waste diversion and sustainability goals for the Congress Center, GA Dome, and Centennial Park.



“SNRE helped provide a good foundation for my skill-set in the environmental field. The professors and coursework were very valuable in honing my knowledge in regards to sustainability and the green sector.”

MICHAEL KAMINSKI

2014 MLA Graduate

Michael currently works for Greenman-Pederson, Inc. as an Environmental Specialist and Data Analyst.



“SNRE allowed me to take my passion for environmental science and focus my energies on a study area in which I am truly excited to work professionally. The school provided me with a strong technical skillset while giving me access to some of the greatest minds in my field. I have to give U of M a lot of credit for helping me to advance quickly at the start of my career.”

eRecruiter (www.erecruiter.snre.umich.edu), SNRE's on-line career system, allows students and alumni to search for jobs and internships, see a calendar of career events, and learn more about environmental employers that are hiring!

STUDENTS CAN:

- Upload resumes
- Apply for jobs and internships online
- Receive customized job postings via email
- View and RSVP for career events
- Find SNRE alumni

ALUMNI CAN:

- Post resumes
- Apply for jobs online
- Receive customized job postings via email

EMPLOYERS CAN:

- Post jobs and internships
- Search student and alumni resumes
- Set up on campus visits
- Create customized resume books

For more information on SNRE Career Services, visit:
snre.umich.edu/current_students/career_services/

SNRE CAREER SERVICES

- Personalized Job Search Assistance
- General Career Advising
- Mock Interviews
- Career Workshops & Events
- Resume, CV, & Cover Letter Reviews
- Connect students with alumni

SNRE CAREER SERVICES STAFF

E-mail: snre.careers@umich.edu

Room 1520 Dana Building

Lisa Yee-Litzenberg

Coordinator of Student Career Services

Ph: (734) 615-1633

E-mail: yeeha@umich.edu

SNRE CAREER ADVANTAGE

XIAOFEI WEN

2014 MS Graduate

Environmental
Informatics

As an Associate for ENVIRON, Xiaofei is applying spatial and non-spatial data analysis to solve environmental challenges.



"Not only did SNRE strengthen my technical expertise, but it also provided high-quality alumni resources to help me find my current job.."

JESSE ANTUMA

2014 MS Graduate

Conservation Ecology

Jesse is currently completing his Masters of Arts in Education and is student teaching.



"My education at SNRE taught me systems-thinking.

Now, when I am presented with a problem, I consider all aspects of the issue and analyze the dynamics of their interconnections. As a future teacher, this pattern of thought will aid me in better serving my students and our natural environment, in catalyzing positive change in my school and local communities, and in being a decisive agent for educational reform."

ALUMNI NETWORKING:

- SNRE has over 8,000 living alumni
- Many alumni are actively engaged in recruiting and networking with our students.
- Join our "SNRE" LinkedIn Group: University of Michigan School of Natural Resources and Environment