

# Job Search and Salary Negotiation

Dynamic search engines and job boards can help you activate your opportunities and apply for internships, part-time, full-time, and seasonal employment.



Handshake is *WCSU's personal job board* which features employers who want to hire WCSU students. Use **Handshake** *first* to find a job or internship

## WHY REGISTER ON HANDSHAKE?

- Access it online from anywhere, 24/7.
- View thousands of on-campus, part-time, internship, and full-time employment listings.
- Upload your résumé and apply in seconds.
- Connect with student peers across the country to learn about opportunities.
- Keep updated on career and internship fairs and other career-related events.

## CONNECT NOW...IT'S EASY!

1. Go to <https://www.joinhandshake.com/>
2. Click "Sign In"; log in with WCSU login info.
3. Select Job Search.
4. Under Job Type, select job categories to narrow search including Part/Full Time, Entry Level, Internship (Paid), On Campus (Student Assistant and/or Auxiliary), Community Service Scholarship Program, etc.
5. Click "Apply."



Other job boards with career advice can be accessed by visiting the Career Success Center's "E-Tools On Demand" webpage. To begin, simply go to: <https://www.wcsu.edu/careersuccess/e-tools/> to see a main list of "Job Search Resources," listed at the bottom right side of the webpage.

**YOU WILL FIND DOZENS OF JOB SITES ORGANIZED BY DIVERSITY, GOVERNMENT, HEALTHCARE, ENTERTAINMENT, AND OTHER CAREER FIELDS. LINKEDIN IS ALSO A GREAT SOURCE FOR JOBS. THERE IS SOMETHING FOR EVERYONE IN EVERY MAJOR.**



## Negotiating a salary is an option for many jobs,

but whether you should for a position depends on a few factors: the size and culture of the organization, how well you fit the employer's needs, how difficult the position is to fill, median salary for that position, and cost of living in that geographic region. Whether you negotiate or not, you always need to research salaries for that position first.

### DO

- Research salary range/cost of living before interviewing.
- Consider the whole package (salary + benefits) to determine the value of a job offer.
- Be positive – always thank the recruiter for the offer (even if it is very low).
- Ask if there is room for negotiation.
- Respect the timeframe that the employer gives you for making a decision.
- Be diplomatic and professional.
- Get the final offer in writing or in an email.

### DON'T

- Discuss specifics during your initial interview.
- Raise salary questions until the employer brings it up.
- Enter into negotiations if you know that you won't accept any offer.
- Under-value your worth.
- Play "hard ball."
- Provide negative reasons why you are declining the offer.
- Ask for more time and then never follow-up.

Online Resources: [Glassdoor.com](https://www.glassdoor.com), [bls.gov/ooh/](https://www.bls.gov/ooh/), [Onetonline.org](https://www.onetonline.org), [Payscale.com](https://www.payscale.com), [Salary.com](https://www.salary.com), [Salaryexpert.com](https://www.salaryexpert.com)