

# MB eer Guide



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UNIVERSITY CITY OF SOUTH FLORIDA

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*Handwritten signature or name on a musical staff.*

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What do you need to research?

**Research Occupational Fields**

What are the different occupational fields? What are the different job titles in each field? What are the different educational requirements for each field? What are the different career paths for each field? What are the different salary ranges for each field? What are the different growth prospects for each field?

**Research the Job Market**

What are the current trends in the job market? What are the different industries that are growing? What are the different industries that are declining? What are the different skills that are in demand? What are the different locations that are growing? What are the different locations that are declining?

**Research Individual Companies**

What are the different companies in the field? What are the different products and services offered by each company? What are the different strengths and weaknesses of each company? What are the different career opportunities at each company? What are the different salary ranges at each company? What are the different growth prospects for each company?

What do you need to know about your target companies?

What are the different products and services offered by each company? What are the different strengths and weaknesses of each company? What are the different career opportunities at each company? What are the different salary ranges at each company? What are the different growth prospects for each company?

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**Rocky D. Bull**

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**Skills Summary**

[Faint, illegible text describing skills]

**Professional Experience**





## Step 6: Network and Identify Contacts

Networking is a key skill for success in the business world. It involves building relationships with people who can help you advance your career. This step focuses on how to effectively build a network and identify potential contacts.

### Build A Network



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### Tips for Networking Events

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## Step 7: Strengthen Interview Skills

Interviewing is a critical part of the job application process. This step focuses on how to prepare for and excel in an interview.

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## Typical Interview Questions

- How do you feel about your current position?
- How do you feel about your current salary?
- How do you feel about your current company?
- How do you feel about your current industry?
- How do you feel about your current location?

## Sample Behavioral Interview Questions

- Describe a time when you had to work with a difficult colleague.
- Describe a time when you had to work with a difficult supervisor.
- Describe a time when you had to work with a difficult customer.
- Describe a time when you had to work with a difficult client.
- Describe a time when you had to work with a difficult team.
- Describe a time when you had to work with a difficult manager.
- Describe a time when you had to work with a difficult boss.
- Describe a time when you had to work with a difficult partner.
- Describe a time when you had to work with a difficult stakeholder.
- Describe a time when you had to work with a difficult stakeholder.

## After the Interview

- How do you feel about the interview?
- How do you feel about the interviewer?
- How do you feel about the interview process?
- How do you feel about the interview questions?
- How do you feel about the interview answers?
- How do you feel about the interview results?
- How do you feel about the interview feedback?
- How do you feel about the interview experience?
- How do you feel about the interview opportunity?
- How do you feel about the interview challenge?
- How do you feel about the interview growth?

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## Start by looking at the salary:

- How do you feel about your current salary?
- How do you feel about your current company?
- How do you feel about your current industry?
- How do you feel about your current location?
- How do you feel about your current position?
- How do you feel about your current supervisor?
- How do you feel about your current colleague?
- How do you feel about your current customer?
- How do you feel about your current client?
- How do you feel about your current team?
- How do you feel about your current manager?
- How do you feel about your current boss?
- How do you feel about your current partner?
- How do you feel about your current stakeholder?
- How do you feel about your current stakeholder?

1. **Identify the Offer:** Review the offer letter and compare it to the job description and your expectations. Consider the salary, benefits, and other terms of the offer. **2. Consider Intangibles:** Think about the company culture, the manager, and the location. **3. Evaluate the Position:** Consider the growth opportunities, the learning experience, and the overall fit of the position. **4. Negotiate the Offer:** If you have any questions or concerns, don't be afraid to ask for clarification or negotiation.

### Consider Intangibles:

1. **Company Culture:** Research the company's values, mission, and vision. **2. Manager:** Find out who your manager will be and what their experience is. **3. Location:** Consider the commute, the cost of living, and the quality of life in the area. **4. Growth Opportunities:** Look for opportunities for professional development and advancement. **5. Learning Experience:** Consider the challenges of the job and the potential for learning and growth. **6. Overall Fit:** Think about how the job and the company align with your career goals and personal values.

### Evaluate the Position:

1. **Growth Opportunities:** Consider the potential for career advancement and professional development. **2. Learning Experience:** Think about the challenges of the job and the potential for learning and growth. **3. Overall Fit:** Consider how the job and the company align with your career goals and personal values. **4. Manager:** Find out who your manager will be and what their experience is. **5. Location:** Consider the commute, the cost of living, and the quality of life in the area. **6. Company Culture:** Research the company's values, mission, and vision.

### Negotiate the Offer:

1. **Research:** Gather information about the market and the company. **2. Prepare:** Develop a list of your needs and wants. **3. Communicate:** Express your interest in the offer and your concerns. **4. Listen:** Listen to the employer's perspective. **5. Negotiate:** Discuss your needs and wants with the employer. **6. Agree:** Reach a mutually agreeable solution.

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