PLANT TRIP PREVIEW
&
EVALUATING A JOB OFFER

Career Opportunities & Employer Relations (COER)
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Career Opportunities & Employer Relations
Purpose of a Plant Trip

- Allows the company to assess you
- Allows you to see the company and meet some of its employees
- Remember that you will be evaluated by everyone at all times
What to Wear?

Don’t make a fashion statement

• Dress professionally
• Inquire about dress requirements
• Take a sport coat and suit
• Clean, press, mend and polish

Carry professional accessories

• Leave book bag at home
Travel Arrangements

- Get contact name, number, email
- Keep receipts
- Airplane tickets & hotel reservations
- Courtesy van or taxi from airport
- Check for messages
- Best to pay as you go
- Fees paid by company generally include:
  - Parking
  - Taxi
  - Meals
  - Hotel
  - Tips
Preparation

• Focus
• Know about the company
• Review and practice your answers
• Know the average salary in your field
• Talk with alumni employed by the company
Dining Etiquette

- Follow the lead of the host
- Don’t order messy foods
- Don’t drink or smoke
- Order moderately priced item
- Pace your eating
- No gender etiquette in business
- Excuse yourself between courses
- Be polite to servers
Day of Plant Trip

- DON’T BE LATE!
- Request wake-up call or take an alarm clock
- Check out of hotel
- Treat everyone as potential evaluator
- When answering questions – be enthusiastic
- Expect 3 to 5 hour-long interviews
- Some interviews in groups of 4 to 12
- Tour of their facility
- Tests that are sometimes given:
  - Drug
  - Personality
  - Math
  - Skills
What to Look for

Do the people seem

• Happy?
• Tense?
• Bored?
• Challenged?
• Overworked?
• Comfortable?

Are your questions being answered?
Does it seem like a good place to work?
Ask, “When can I expect to hear from you about this position?”

Send a thank you letter to:

- Reaffirm interest
- Highlight qualifications
- Indicate if you have no further interest
Evaluating the Offer

Areas to Consider

- Job Content
- Your Boss
- Your Co-workers
- Location
- Company Culture
- Benefits
- Salary
- Technology
- Organization Flexibility
- Typical Work Week
Factors to Weigh

- Training Programs
- Upward Mobility
- Organizational Stability
- Domestic/International Organization
- Challenge of Position
- How will it assist your professional aspirations
- Performance Evaluations
- Cost of Living Index
Paid Benefits

- Holidays
- Vacation
  - Accrual
  - Usage
- Educational Benefits
  - Qualifications/stipulations
- Training & Development
- Personal Time and Sick Leave
  - Short-Term Disability
  - Long-Term Disability
Unpaid Benefits

- Flex Schedule
- On-site Day Care Facility
- Membership Discounts
- Casual Days
- Employee Assistance Programs
  - Elderly care
  - Stop smoking, weight loss, etc
Bonuses

• Relocation Allowance
• Lump Sum
• Certain reimbursable items
• Signing Bonus
• Stipulation concerning length of employment
• Annual Performance Bonus
Insurance

• Health
  o Pre-existing conditions
  o HMO & PPO
• Prescription
• Vision
• Dental
• Dependant Care
• Flexible Spending Accounts
• Life Insurance - How much to take out
Retirement Plans

- 401K
  - Your contribution
  - Company match
- 403B & 457 (Tax-exempt organizations)
- Profit Sharing
- Pension
- Stock Options
## 12-13 Full-time Average Starting Salaries

<table>
<thead>
<tr>
<th>Discipline</th>
<th>Undergrad</th>
<th>Grad</th>
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<tbody>
<tr>
<td>Aerospace ENGR</td>
<td>$63,234</td>
<td>$63,333</td>
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<td>AP Math</td>
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<td>IST</td>
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<tr>
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<td>Systems Engineering</td>
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<tr>
<td>Technical Communication</td>
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<td><strong>Overall Average</strong></td>
<td><strong>$59,504</strong></td>
<td><strong>$71,402</strong></td>
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Additional Student Services

Resume Reviews
Practice Interviews
Professional Development Workshops
Employer Sponsored Events
Free Suit Closet
Etiquette Dinner
Individual Advising Sessions
GoinGlobal
MinerJobs
COER Team

Edna Grover-Bisker, Ed.D
Director

Julie Pittser
Associate Director

Adrienne Neckermann
Assistant Director

Cindy Welch
Career Advisor

Shristy Bashyal
Career Advisor

Hilary Jenkins
Fiscal Assistant

Colleen Kapeller
Recruiting Assistant

Sara Earl
Recruiting Assistant

Gail Best
Secretary
Thank You!

Q & A

career.mst.edu ~ career@mst.edu ~ (573) 341 - 4343

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