

HOW TO GET A JOB IN THE USA



A Step-by-Step Guide
for Immigrants, Foreign Nationals and
Anyone Entering the US Job Market

Nara Venditti, Ph.D.

HOW TO GET A JOB IN THE USA \$19.99 USA

A Step-By-Step Guide to Successful Employment in the United States (Emphasizing American Business Communication Basics)

This book explains the job search process in the USA and shows how the American job search and interviewing culture differs from other countries. It provides practical advice on what to do and what to say every step of the way in your job search. It helps the reader to compete confidently and effectively in the American job market.

You will learn how to:

- Compete in the American job market
- Network and make useful contacts
- Improve your chances of being hired
- Find out about job openings
- Prepare for an interview
- Follow up on an interview
- Negotiate a job offer
- Get the job you want!

And you will learn many communication skills you can apply to life in the USA!

"This book gives excellent practical advice to those from other cultures who need to learn the nuances of job-hunting in the U.S. Dr. Venditti skillfully uses case studies, icons and charts, and her own personal experiences as an immigrant to equip the reader for a successful job search."

Brigid Cahalan, Outreach Librarian, The New York Public Library

"The approach in this book and the way information is presented makes it a very important guide for non-American-born citizens, foreign nationals, and anyone entering or re-entering the American job market. Dr. Venditti is providing a great service by writing *How to Get a Job in the USA* and helping this category of job applicant become a productive part of the workforce in this country."

Robert K. Lenz, Director, Human Resources and Administration (retired) Fuji Photo Film, USA, Inc.

"When I read excerpts from this book, the positive influence was so powerful. It inspired me to stop sitting at home and put my resume together. I decided that it was time for me to get out of my old robe and try to do something for myself. Thanks a lot for that piece of your book. When will it be published?"

Margarita Shiffman, a marketing professional from Russia and a naturalized U.S. citizen

"This book will be a great help on your way to finding the perfect job! Not only will it help you take your first steps correctly, but it will also help you to understand American culture and how things are done here. It might be useful even if you have always lived here. I would like to have a copy as soon as the book is published."

David Ponce, Financial Analyst, IBM, Mexican national

"You brought to my attention ways to expand my contacts and look for opportunities where I never thought to look before. You gave me ideas of how to move ahead in my life."

Debbie Finkelstein, a job seeker born in the US

"...Your presentation [based on this book] served as a key vehicle in helping students become creative in identifying and maximizing potential sources of employment. You have an important message to deliver and a manner of delivery that creates a comfortable atmosphere."

**LouAnn Bloomer, President and CEO, TBICO
(The Bridge to Independence and Career Opportunities)**



www.SucceedinAmerica.com



About the author: Dr. Nara Venditti is the President and Founder of Succeed in America!, a consulting firm that helps individuals and organizations with issues such as workplace-based communication, customer service, English language skills, career counseling, employability, cultural understanding and relocating spouse adjustment and employment. Dr. Venditti has a number of academic achievements and holds a Doctorate in Applied Linguistics from St. Petersburg University. She is a third-generation educator and is recognized by the State of Connecticut as a naturalized US citizen who makes contributions to better the lives of refugees and immigrants in this country. Dr. Venditti arrived in the USA 15 years ago with just 75 cents in her pocket. This book is based on her research

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5 1999

"Highly recommended", - Richard Bolles, best selling author,
What Color Is Your Parachute?

INVEST IN YOURSELF:

read this book

How to Get a Job in the USA

Easy to read – Easy to understand

Covers it all in Six Steps

to Getting the Job You Want

Page 15 – You'll learn what you'll need to begin your job search.

Page 24 – Learn how to create a sure-fire resume that will get you to the interview.

Other sections discuss:

- Importance of cover letters and how to create one in no time.**
- Practice techniques for the most grueling of interviews**
- How to turn interviews into job offers.**
- How to follow up and increase your chances of getting hired.**
- How to negotiate your salary and benefits.**

And this is really just the start of it...

EXCERPTS
from

HOW TO GET A JOB IN THE USA

*A Step-by-Step Guide for Immigrants, Foreign Nationals
and Anyone Entering or Re-entering the US Job Market
(Emphasizing Business Communication Basics)*

Recommendation:

*This pamphlet is a companion to the book.
You will need the book as a reference.*

Nara Venditti, Ph.D.

www.SucceedinAmerica.com

Succeed in America Books

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A Step-by-Step Guide for Anyone Entering or Re-entering the US Job Market

(Emphasizing American Business Communication Basics)

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A Succeed in America™ Book

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Dedication

To my Dad, who always encouraged and inspired me to be my best, and to work hard for success. My Dad was the only one in our family who never made it to this country. Trapped by a terrible disease and hardship, he gave me his blessing to start a new life in America. He passed away as I was flying into New York City.

To my Mom, who came to this country in her golden years. With the same passion and determination that she used to overcome all the obstacles in her life, she conquered the English language and passed her citizenship exam with flying colors. She embraced new life and new technology and is an avid user of the Internet.

To my Daughter, who does not realize that she is the incarnation of my American Dream. There is nothing in the world more precious than you!

To Robert Hart Aldrich, my first American mentor, for unveiling the mysteries of the American culture in my initial quest for employment in the USA.

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Prologue: On the Way to Success in America

Olga Petrovskaya did not understand why it took so long for her to get a job in America. She had graduated from the top technical school in Ukraine, Kharkiv Polytechnic, with honors. She had been the most valuable IT manager in a very successful Ukrainian jewelry manufacturing plant for the past two years. When her family moved to the US, she was not worried at all about the transition. Her English, she thought, was fairly good and her profession was in great demand in America.

But things did not go as smoothly as she had anticipated. Potential employers were impressed with her credentials as well as her resume, which she had created with the help of an American friend. However, although she went to many interviews, she did not receive any job offers.

She could not understand why. In her mind she replayed again and again her most recent interview. Yes, she wore her best dress, the one with a little lace collar and buttons down the back; it went perfectly well with her new red patent leather shoes with silver buckles. She recalled that the recruiter, a man, seemed somewhat strange to her: he extended his hand for a handshake first. How rude, thought Olga. Shouldn't he wait until she, a woman, extended hers first? Then he had smiled at her throughout the interview. Did that mean he fancied her? She tried to avoid his eyes and maintain a very somber expression so that he did not get any ideas. Instead of asking for documents — such as her diploma, which she had translated and notarized — he asked strange questions like, "Tell me about a time when you had to think out of the box." Do they put you into a box so that you can think better? Olga wondered. She did not understand some of the questions, but was too shy to ask him what he meant. During the interview she became so stressed that she had to light a cigarette to relax. But these incidents seemed minor to her. After all, he kept smiling, didn't he? At one point, however, she acknowledged, he had stopped his smiling and friendly manners. Was it when she asked about the salary and vacation days?

Can you guess why Olga did not get the job offer? What went wrong? The fact is, despite her best efforts, she did almost **everything** wrong. And probably somebody else with similar credentials — but who was knowledgeable about American interviewing culture and how to handle the interview process — got the job.

What do *you* think of Olga's interview experience? I invite you to identify the behaviors that kept Olga from being offered a job for which she was well qualified.

Olga's Mistakes

Listed below are reasons Olga's interview performance was diminished. In the right hand column, write what you think Olga should have done or said.

What Olga Did Wrong Or Did Not Know	What Olga Should Have Done Or Said
Was dressed inappropriately	_____
Did not maintain eye contact	_____
Misinterpreted her interviewer's smile	_____
Did not understand a phrase	_____
Lit a cigarette	_____

After you have read this book and completed the worksheets provided, re-read the examples above, and review your list. See how your perception of Olga's behavior has changed, and how much you've learned! This book will give you the information and insight you need to find a job in the United States of America.

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Chapter 3. LOOKING FOR JOB OPENINGS AND APPLYING FOR JOBS (Step 2)

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Chapter 4. THE INTERVIEW AND HOW TO PREPARE FOR IT (Step 3)

The Interview. Pre-interview research.. What to bring. How to dress. Business casual attire. Common interview questions. Answering questions worksheet. Handling immigration status questions. Illegal questions. Diversity and You. Preparing Your own questions. Practicing the interview. Interview types. Chapter glossary.

Chapter 5. CONDUCTING THE INTERVIEW (Step 4)

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Chapter 3

Step 2: FIND JOB OPENINGS

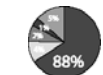
In this Chapter: ● Employment information resources ● Professions in demand in the US — where to start ● Classified ads in the newspaper ● Executive search firms (headhunters) ● Employment agencies ● The Internet ● Networking ● Four easy steps for effective networking ● Networking events ● Moving on ● Chapter glossary

“There are always vacancies... Organizations are born, ... expand, ... workers quit, change jobs, or become handicapped, retire, or die.”
Richard Bolles, best selling author of *What Color is Your Parachute?*

Networking

“People aren’t strangers if you have already met them. The trick is to meet them before you need them.”
- Harvey Mackey, American networking guru

Any source of employment listings can potentially lead to a job but, statistically, networking is by far the most probable way to find a job (about 85-90% of jobs are found through networking). That is why I recommend making networking a priority. Effective networking is a skill that you may need to learn.



STATISTIC

According to the US Department of Labor, 10-15% of job openings are “visible” the rest are “invisible.” 85-90% of job openings are found through networking. This means that networking is the most effective way of finding a job in the US.

Learning to make useful contacts, American-style, can be one of the most powerful tools in obtaining satisfactory employment in the US. However, you should know the rules because it can challenge the way that you are used to doing things in your country of origin.

What is networking? Networking is *the process* of making contacts or looking for information for professional purposes by making contacts. In other words, networking is an informal way of getting a job or information about a job opening through interacting with people.

What is a network? A network is *a group of people* who have something in common and/or come together on a regular basis; for instance, family and friends, a professional association, a club, people attending the same church or place of worship. Your network is the people who you know.

You should maintain your network whether you have a job or not. According to networking guru Harvey Mackey, "People aren't strangers if you have already met them. The trick is to meet them before you need them."

When looking for employment, networking is not just about contacting people you know and asking them for a job. It is not asking for a job directly; it is asking for information leading to an employment opportunity.



Since most jobs in the US are found through networking, the ability to network in this country is essential to every job seeker. It is not merely an important way of finding your perfect job. It will increase the possibility of finding friends and acquaintances with similar interests. Networking can lead to a better quality of life by meeting interesting people and new friends.

There are many countries in which people find jobs through networking with people they know. However, in the US, you can often find employment by contacting *people who you have never met before* — provided you know the rules. Although building a network in the US takes time and persistence, it leads to results much more quickly (or more readily) than it would in other countries. For this reason, you must take advantage of this effective tool when searching for work here.



- 1. In the US, unlike many other countries, you can often find employment by contacting people who you have never met before – but you should know the rules of networking.*
- 2. Most employers, especially those who have not previously hired foreign born, are more likely to consider you if you were referred by someone who they trust.*
- 3. To network effectively in the US you need to apply certain rules of etiquette, which may be different from the way things are typically done in your country.*

Learning to network American-style will increase your chances of being hired or, conversely, decrease the possibility of being rejected. In the next section, we explain the right way to network in the US.

Four Easy Steps for Effective Networking

Before engaging in any networking activities, learn the four steps involved in networking:

Step 1: Develop networking tools such as a networking list and self-presentation.

Step 2: Set up goals for yourself. For instance, your goal may be to make two contacts at an event; one may become a good job referral, another may become a good friend or acquaintance with interests similar to yours.

Step 3: Attend networking events such as social or professional gatherings.

Step 4: Follow up on new contacts with notes, phone calls, or e-mail. Remember, following up will considerably increase the probability of your success.

Now, let's look at each step in more detail.

Step 1: Develop Networking Tools

Developing networking tools, such as your contact list and self-presentation, and learning how to use them can go a long way in getting a job. Let's look at each of these.

A. Your Contact List. Put together a list of people who might be able to help you find employment. You may use the worksheet on the next page. It will help you develop a list of names and contact information f

This list is just a start. Now you need to maintain and develop your network. As you meet people at parties, conventions, in your church or temple, or any sort of gathering, replenish your list with people you meet. Keep your contact list on a Rolodex or electronic database.

B. Self-presentation. Now that you have compiled your contact list, it is time to develop and practice another important tool: your self-presentation.

A self-presentation in America is the way you introduce yourself to others and it is often called your "sales pitch" (remember self-marketing?). It may last anywhere from a few seconds to a minute. The goal of self-presentation is to grab the attention of your contact and provide basic, relevant information about you and your skills. It should be short, clear, and relevant. You should develop several variations of your self-presentations to use in different settings. For instance, develop a self-presentation for a business event (for instance, association meeting) and another for social gatherings (a wedding party or a birthday).

Listed below are some examples of simple self-presentations. In Chapter 8 you will find a short worksheet to help you customize one for yourself.

1. *Hi! I am _____.* Or: *My name is Juana. I am a photographer. I specialize in family portraits.*
2. *Hi, my name is _____.* *I'm a secretary in a real estate firm. I organize property listings and update client files.* Then depending on the situation, you may use a little more detail here, for example, *"I am the sister of the hostess".*
3. *Hello! My name is _____.* *I am an interpreter. I help people from different countries understand each other.*

Then to continue the conversation, you may say *"And what do you do?"* or *"Are you a member of this organization?"* or *"How do you know the hosts?"*

To create your own self-presentation and learn more about it and other networking and job search tools, read Chapter 8. It contains in-depth information about self-presentation and other networking tools such as small talk (which means casual not-business related conversation), working the room (networking with people in the room) and thank you/follow up letters and notes.

Step 2: Set up Goals

Before attending any networking event, set up your goals by writing down what you want to achieve at that event. Use the following sheet for setting up your goals.



Remember, setting up goals will considerably increase your chances of success. It is true in any type of endeavor, and your job search in the US is not an exception.

1. _____
For example, "have a conversation with three interesting people."

2. _____
For example, "Find two potential friends or contacts."

3. _____
For example, “Find three potential (job information) leads.”



To keep focused on your goals, write them down. Keep them on your desk or somewhere visible.

Making a Great First Impression

In Chapter 4, you prepared for your interview and rehearsed the meeting. Now is the time to act! While interfacing with people in the company, realize that you have only one chance to make a great first impression. The first several minutes of a meeting are critical to creating a favorable first impression. I heard one recruiter say, “I know in the first five minutes if I like the candidate or not!”

Let’s go through the sequence of events that occurs during a typical interview greeting and point out the specific behaviors that will help you to make a great first impression:

- Your evaluation is likely to begin with the first person you meet when you enter the room, typically a receptionist, secretary, or administrative assistant. Smile warmly. Americans like to deal with friendly people. Smiling in the US is not only a standard greeting; it is a sign of friendliness. Identify yourself to the receptionist stating that you are here for an interview. For example, you might say, “*Hello, I am (Your Name). I am here for an interview with (Interviewer’s Name).*” The receptionist usually asks you to take a seat while the interviewer is notified of your arrival. (If you are asked to wait for a period of time, you can use this time to review your notes or gather additional company information.)



Usually the first person the candidate meets is a receptionist/secretary/office attendant. Treat her or him as an extension of the interviewer. In the US, sometimes making a good impression with that first person counts for a lot. When the interviewer arrives and the attendant smiles, the interviewer knows that the candidate has already made a good impression with the lower-level staff member and therefore likely treats employees of all job levels with respect.

- If you are sitting down when the interviewer arrives, make sure you stand up to greet him/her.
- Let the interviewer speak first, then say: “*Hello, I am (Your Name). I am pleased to meet you, (Interviewer’s Name).*” Use the formal Mr., Mrs., Ms., or Dr., as applicable, when addressing the interviewer until you are invited to use his or her first name. Always use Ms. (pronounced “miz”) to address a woman recruiter, unless she indicates that she prefers “Miss” or “Mrs.” [Note: In the US workplace, it is common for the subordinate to address a supervisor by his or her first (given) name.]
- Maintain eye contact.
- Be relaxed, **confident** and attentive. (I emphasize “confidence” because Americans put high value on confidence in their employees.)

- Wait until the recruiter extends his or her hand for a handshake. When shaking hands, make sure to offer a firm grip. The handshake should last two seconds. Americans associate a weak handshake with a weak personality. Remember that confidence is valued highly in American workplace.



If your handshake is weak, Americans will assume that you are lacking in confidence. Keep in mind that if the handshake is too long (more than a couple of seconds) or too firm (to the point that it may hurt), Americans become uncomfortable.

NOTE!



In some countries, such as Russia, it is rude to extend your hand for a handshake to a woman unless she extends her hand first. A man has to wait until a woman extends her hand first. Not in the US!

COMPARISON

- Before you sit down, wait for the interviewer either to sit down first or indicate that you should be seated.
- At all times, keep your posture straight and smile warmly.

To help you remember the important points in making a great first impression, recall the **SHE™** formula:

SHE™	<p>S = Smile</p> <p>Smile warmly when you arrive. Americans like to deal with friendly people. Smiling in the US is not only a standard greeting; it is a sign of friendliness.</p>
	<p>H = Handshake</p> <p>If your handshake is weak, Americans will assume that you are lacking in confidence. <u>Americans put high value on confidence in their employees.</u> If the handshake is too long (more than a couple of seconds) or too firm (to the point that it may hurt), Americans become <i>uncomfortable</i>.</p>
	<p>E = Eye Contact</p> <p>Maintain eye contact. This means looking the interviewer in the eye.</p>

Use the SHE™ formula to always remember to smile, shake hands, and make eye contact with your interviewer.

Step 6: Finalizing

In this Chapter: ● Anticipating the offer ● Negotiating the offer ● Accepting the offer ● Turning down the offer ● Handling rejection ● Things to do after accepting the offer ● Chapter glossary ● Job search process checklist

In completing Chapters 1 through 6, you have taken the steps necessary to put yourself in the best position possible to be selected for the job. In this chapter, we will discuss finalizing the job search process, including anticipating an offer, accepting the offer, and negotiating the offer. We will also discuss how to deal with rejection of your application.

Anticipating the Offer

Prior to accepting an offer of employment, it is important that you research the salary range associated with the position for which you are interviewing. This will help you make reasonable requests during the negotiation should you be offered the job.

How can you estimate your value in the American job market? The following are some ways to get the information:

- Consult recruitment agencies or search firms
- Search the Internet (try sites like <http://jobsmart.org>, <http://jobsmart.org/tools/salary/sal-prof.htm/> and <http://www.dbm.com/jobguide/salary.html>; www.salary.com)
- Contact professional associations in your field
- Speak to people who work in your field.



CAUTION!

Understand that salaries vary depending on the location. For instance, salaries in the northeastern states may be higher than in the south. At the same time, the cost of living in the Northeast is higher than in the South.

Negotiating the Offer

Congratulations! Your hard work has finally paid off; you have received a call and a job offer: “We would like to offer you the position with an annual salary of \$XX,XXX.”



NOTE!

As a rule in the US, a job offer will come in the form of a phone call, while a rejection will be in writing.

In previous chapters, we cautioned you to delay all discussions of salary until you receive an offer of employment. Now that you have officially received an offer, it is time to negotiate the offer with the

employer. If your new employer has not yet elaborated on the salary and benefits (vacation days, medical benefits, retirement plan, and other “perks”), now is the time to ask him the details of the offer before accepting the position.

Do not let fear of losing the offer stop you from negotiating. Most employers expect you to negotiate, as long as your requests are reasonable.



NOTE!

Most employers expect you to negotiate as long as your requests are reasonable.

Keep in mind that unlike some other countries, in the US negotiating a salary is just one (although perhaps the most critical) aspect of negotiating a job offer.

Before making a final decision and accepting the offer, look at the value of the entire compensation package.



CAUTION!

Be aware of benefits or costs that may not exist in your home country. For instance, the government pays health benefits in many European countries. This is not the case in the US. Be familiar with the cost of living. Keep in mind that certain parts of the US are more expensive than others. For example, the cost of living in New York City is much higher than in most parts of Florida.

Make sure that you confirm the offer: *“Just to confirm, you are offering me the position of (Job Title) at a salary of \$XX, XXX?”*

If you feel this salary offer is too low and is not acceptable, you can negotiate the salary. You might say at this point, *“I’m afraid your salary offer is not sufficient to meet my current financial needs. I have obligations and responsibilities that require a minimum salary of \$ XX,XXX.”*

If the employer values his decision in selecting you as the best candidate for the job, he very likely will come back with another offer that meets your request, if it is reasonable.

On the other hand, it is reasonable to ask the employer for a couple days to think about the offer before you finally accept it. Say: *“I’d like to take a day or two to consider the offer. Is it all right if I get back to you with my final answer on Monday?”*



NOTE!

According to the Society for Human Resource Management, the most negotiable aspect of a new job is the salary, followed by relocation reimbursement and flexible schedule. Health and retirement benefits are generally not negotiable. But ask anyway and you may receive!

Here is a checklist to review while negotiating a job offer in America.

Salary

Find out about salaries in your field. Do they vary based on location?

Does your salary include bonuses? Does it include allowance for working in a specific area?

Are you eligible to earn overtime pay? If yes, how is it calculated?

Benefits

What does the employer offer in terms of:

- Vacation time, sick time. Ask how paid time off can be used. For example, can sick leave be taken to tend for a sick child or spouse? Is there cash reimbursement for unused time?
- Pension or 401K plans
- Stock options
- Insurance (health, life, accident)
- What other perks does the company have? For example, is there: health club membership reimbursement, language lessons for yourself and your family members; will the employer hire a company to help you to find a place to live, to open a bank account, etc.?
- Does the company offer a discount on its products and services?
- Does company provide on-site childcare?

If relocation is required, are relocation expenses/benefits paid? Ask for specifics.

- Will they hire an immigration law firm to secure your and your family's visas or green card?
- Will they provide you a company car or reimburse a rental car? If yes, for how long?
- Will they hire a company to help you and your family to find a place to live, negotiate a lease or find a home to buy, a school for your children, settle in a new location?
- Will they pay for your home leave? If yes, how many times per year?
- Will they pay for your belongings to be shipped to your new job location? If yes, what are the limitations? How much of your belongings are you allowed to ship at no cost to you?

Depending on the type of position and the company's interest to hire you, not all of the points above may be applicable. As a minimum, you should get paid holidays, vacation days, and medical insurance when you are offered a full-time position.



On average the paid annual holiday (it is called vacation) in the US is much shorter than in the majority of the world. The average paid annual vacation in the U.S. is 10-12 days at the time of hire (compared with 30 days in Germany!), but it generally increases with years of service.

After you have reviewed the checklist above and have weighed the benefits provided against the salary offered, decide if the salary offered acceptable to you or prepare yourself to negotiate further. Keep in mind that certain items are fixed and others are negotiable. As a rule, salary and other compensation can usually be negotiated, but benefits such as vacation, medical, pension plans, etc., may not be negotiable.

Once you are satisfied and the offer is finalized, ask your employer to summarize the final terms in a letter¹.

Accepting the Offer

After receiving the offer in writing and thinking it over, if it is in agreement with your research and expectations and is acceptable to you, you should call the employer and state your intentions to accept the job. You can say, "Thank you. I accept your offer. When would you like me to start?" After notifying the employer of your intention by phone, make sure to follow up your call with a formal letter to confirm your acceptance (see *Things to Do After Accepting the Offer* later in this chapter, and also *Chapter 8, Letters*)

¹ We do not use the word "contract" in the US. Instead "offer letter" is used because it is not legally binding.

Turning Down the Offer

*“Never burn your bridges”
-Unknown-*

You may find, after evaluating all the facts, you do not want to accept the offer of employment. If this is the case, reject the offer graciously. Learn how to say “no” politely to your potential employer (See sample rejection letter in *Chapter 8, Letters*).

Handling Rejection

*“A setback is a setup for a comeback”
Billy Jolly*

*“When one door closes, others will open.”
-Unknown-*

It is inevitable that in your job search you will receive a rejection notice or phone call. Many people experience initial rejection, but eventually, they found the job of their dreams. Never take rejection personally. Do not agonize over it. Keep in mind that it is a competitive market. It is just a business decision. Of course it hurts. But never feel like you are “damaged goods.” These setbacks do not reflect negatively on the character of the job applicant, but rather on job requirements. Remember that when one door closes, others will open.



Understand that rejection is a part of the process.

NOTE!

Although you may have difficulty or fail at first – it will all come together if you keep trying.



When you receive a rejection, always ask if the employer knows of any companies that may need people with your qualifications and skills.

**TIP FOR
SUCCESS!**

When you receive a rejection letter or phone call:

- Remember that, as a rule, it takes several interviews to get a job offer.
- Evaluate the reasons why you did not get the offer.
- Do not let the rejection depress you.
- Learn from this experience so that next time, you are more successful.



*Learn from experience, and move on. One of the most important values of American culture is reaching goals and being successful by **learning from mistakes**.*

Chapter Review

Let's review the important points of Chapter 7.

1. Most employers anticipate that you might negotiate as long as you are reasonable.
2. Find out the going rate for the salaries in your industry and the prospective job location.
3. Understand cost of living in the area you are moving to.
4. Before accepting the job offer, look at the entire value of the package.
5. Make sure to get a letter of confirmation of the employment offer.
6. Write acceptance letter.
7. Turn down the offer graciously.
8. Do not let rejection depress you. Learn from the experience and move on.

based communication tools ● Phone skills in the job search ● Using e-mail in the job search

Job Search Toolbox	<ol style="list-style-type: none">1. Social tools Self-presentation. Working the room Networking phone conversation American table etiquette Accent reduction2. Material Tools Portfolio Letters3. Technology-based tools Job search related phone skills basics Using e-mail in the job search
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Social Tools

Self-presentation

Self-presentation is describing yourself to the others in a few words.

At any meeting, event or gathering, you are presented with numerous opportunities to meet people who can help you with your job search. Therefore, it is important to be able to connect with them. The connection process begins with a self-presentation, in which you introduce yourself to each of these contacts one-on-one. In your introduction you should state your name clearly and provide your listener with a *concise* statement of relevant information about you. For example:

My name is Nara Venditti.

I am a career coach. I help individuals become more effective in looking for a job, changing careers, improving interpersonal skills, and moving up in their organizations.

According to an American expert in socializing, Susan RoAne, what you say specifically about yourself should be tailored to the situation and the nature of the gathering you are attending. If you are attending a professional association meeting, you would state what job you do or what you are educated to do (as I have shown in the example above). On the other hand, if you attending a birthday party, your profession is not as important as your relationship with the hosts. In this situation, a more appropriate introduction would be:

Hi, my name is Janet. I am Ellen's sister-in-law.

Whether you are introducing yourself professionally or socially, always keep your introductions short, upbeat, and relevant.



*Make your self-presentation short and upbeat.
Use relevant information about yourself; tailor the self-presentation to the event.
Use action verbs. Douglas Richardson, in his book on networking says “action verbs get you remembered. Passive don’t.” (See more about action verbs in Chapter 2, Action Verbs)*

In job searching, it is a good idea to develop and rehearse two variations of your self-presentation, a professional one to be used at the interview and another for social occasions.

Here are a few more examples of introductions I might use for myself in a business-related environment:

- *My name is Nara Venditti.
I work for myself. My company name is Succeed in America.*
- *I am an educator and speaker. I do seminars and speak at the events. I help individuals and organizations with such issues as communication in the workplace, customer service, workplace based ESL, employability and cultural understanding.*
- *I am a writer. I wrote two books, one on how to get a job in the United States and another on American Business English.*

In most situations, I would use only one or two parts of this self-presentation (depending on the event and who I am talking to).

Here are two more examples of business related self-presentations.

1. *Hi, my name is Erika. I am a secretary. I help businesses to run efficiently and smoothly. I type, file and answer the phones.*
2. *Hello! My name is Edgar. I am an interpreter. I help people and businesses to communicate with each other.*



Compare business self-presentation with a self-presentation at a social event (wedding). “Hi, my name is Judy. I am the sister of the bride.”

Self-presentation Worksheet

To create your own self-presentation, fill in the blanks in the exercise below. Use my example further down to help you create your own self-presentation.

1. Greeting/Your name: *Hi! I am _____ (My name is _____).*
Example: *Hi! I am Nara Venditti (My name is Nara Venditti).*
2. What your qualifications are: *I am _____*
Example: *I am a career coach.*
3. The importance of what you do and how it may be beneficial to the others:

Example: *I help immigrants and foreign-born to get employed, become better communicators and move up in their organization.*

Once you fill out this worksheet, you will have a draft of your self-presentation.

Actions to take: Develop and rehearse variations of self-presentations for:

1. Social occasions (a party, a birthday)
2. Job interviews
3. Semi-formal gatherings (club meeting, company picnic)
4. Networking phone conversations
5. Business meetings (meetings with clients, association meeting)

To deliver an effective self-presentation, use this preparation checklist:

1. **Write out** several ways to describe who you are and what you do.
2. **Check with a native English speaker** to be sure that your word usage is correct and sounds natural.
3. **Practice your self-presentations** over and over again until you can express them smoothly and with confidence.

One good way to practice any oral presentation is to record it on tape it and then play it back so that you can listen to yourself. Do you speak clearly? Is your accent so strong that others might have difficulty understanding you? Do you sound confident? sincere? comfortable? Finally, do you understand what you are saying?? (Don't laugh. This has happened to me many times when I have used this technique to evaluate my own speeches, and wondered what I was really trying to say!) Try improving your presentation and record it again. Keep trying until you have perfected your presentation. You can also practice in front of a mirror, in the car, or with a friend.



1. *Use action verbs when introducing yourself. Refer back to the action verb list in Chapter 2. For instance: "I am an architect and I design resorts" or "I am a photographer and I take creative wedding pictures."*
2. *When you introduce yourself, remember to smile and maintain eye contact with the other person.*

Your contact may introduce you to others, refer you to someone who may know about job openings, give feedback on your resume, or suggest organizations to join or courses to take. Don't be discouraged, however, if the first person you approach is not receptive. Politely move on to the next person. Whatever advice or help your contacts offer, make sure to thank them for their time and effort. Be sure to reciprocate when they need help. (See a sample of a simple thank-you note in the Exploratory Interview section of Chapter 4.)

Now that you have your self-presentation ready, it is time to use it in networking at business and social events.

How to Interact During the Meal

Follow these basic rules when interacting with others during the meal.

- Do not begin eating before your interviewer. However, if you are the last to be served you should say "Don't wait, please start".
- Participate in the conversation during the meal. However, do not dominate the conversation. Let others do most of the talking.



Do not speak with food in your mouth! Spitting food at your interviewer is as bad as splashing.

Never complain about the food or service! Be pleasant throughout the meal; remember, as a guest you have to be gracious.

Who Pays the Bill? (Or as we say in the US, “Who picks up the tab”?)

Generally, the person extending the invitation (in this case your potential employer) pays the bill in full. By the way, you do not have to reciprocate the invitation.

Saying Thank You

- Be sure to thank the interviewer after the meal, and do not forget to thank her/him again in your follow-up note.

CONCLUSION

Now that you know how the job search process works in the US and have the tools, knowledge and resources, it is easier to get the job you want in this country.

After you have read this book, I encourage you to supplement your learning by seeking more in-depth information and exploring the resources listed at the end of each section. Also, go to the local library or bookstore and look at the books in the *Jobs, Careers* and *Business Communication* sections. Read about American culture and language. Sign up for courses in business communication.

It is now time to integrate your knowledge and skills in your job search!

Be positive, confident, and proactive and you will achieve your goals and dreams! Our success is my success!

Dr. Nara Venditti

If you have thoughts, comments or ideas about this book, I'd love to hear from you. This is the first edition and if you found a mistake or misprint or have any comments, please e-mail us at nv@SucceedinAmerica.com.

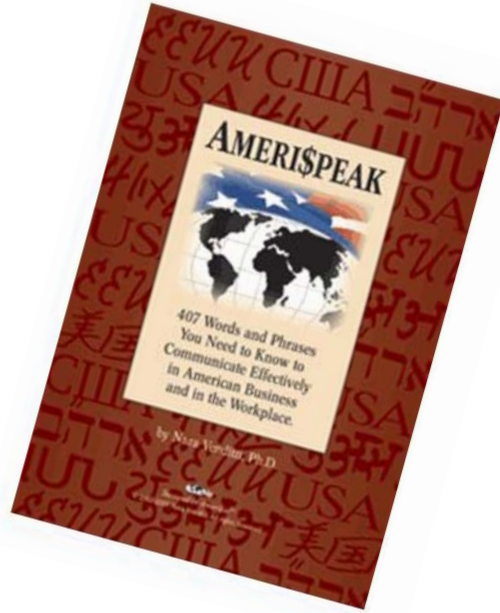
You can find the latest updates to this book on my website and in my newsletter *Succeed in America*. To subscribe to the newsletter, e-mail me at nara@SucceedinAmerica.com.

My website address is <http://www.SucceedinAmerica.com>.

Ameri\$peak

A mini-dictionary of the most common words and phrases you need to know to communicate effectively in American business

On the pages of this glossary you will find a list of the key words and expressions you need to know in order to be comfortable talking to and understanding people in an American business setting. This knowledge is essential to anyone who works in the USA, aspires to work here, or works with Americans abroad. Learning the vocabulary in this book will enable the non-native speaker of English to become a better, more confident and equipped communicator in American business.



This dictionary offers the following benefits, and more!

- helps you to communicate confidently and effectively in American business
- provides you with the right amount of key words and expressions needed for daily business interactions with Americans and others proficient in English
- helps you to create your own customized business vocabulary.

Here is what business is saying about Ameri\$peak

"I wish I had this [dictionary] several years ago, when I was trying to find my way in the business/professional world, where the use of idioms is so wide spread, there is hardly a sentence it is missing from ...I'm sure this will be very handy to any one who is not too familiar to American English.

Eli Ben-Ezra, Senior Sales Engineer, NextNine Inc., Israeli national, USA

"This is a very interesting concept and I believe this will prove popular in many countries. I do have people working for me in the UK whose first language is not English. They would benefit from understanding and using these phrases. ...you [Nara Venditti] have created something unique that can add significant value to many people around the world.

Simon Morris, Director, Global Marketing, ClickSoftware (NasdaqSC: CKSW), UK

As an immigrant from Hong Kong, I spent my first months in this country watching TV commercials to "get into the culture". Similarly, I had to spend a tremendous amount of time listening to folks at work, especially during meetings,

to learn the essence of American English. I am sure new immigrants will find your dictionary extremely helpful as they enter the business world. Great job!

Catherine Bui, Director of Customer Support, PeopleSoft USA, native of Hong Kong SAR, China

"As a leader, I have learned the lesson and value of open, honest, and credible communication. And, as an individual responsible for organizations around the world, I am very sensitive to and appreciate the difficult factors involved in effective global communications. As hard as we may try to eliminate acronyms, slang, and business phrases from our international communication, they are an inevitable part of our language. This publication will go a long way to help non-native English speakers understand some of the nuances of the English language. I think it should also be required reading for individuals with global communication responsibilities as a reminder of the flagrant use (and abuse) of such phrases."

Richard Guenther, Vice President and General Manager, Maintenance Support Services, Unisys Global Infrastructure Services, USA

This book is available from your local bookseller, online supplier, www.SucceedinAmerica.com or by using the order form on the last page

About The Author



Dr. Nara Venditti is the president and founder of *Succeed in America!*, a consulting firm that helps individuals and organizations with such issues as workplace-based English language skills, career counseling, employability, customer service, cultural understanding, relocating spouse adjustment and employment. Dr. Venditti is recognized by the State of Connecticut as a naturalized US citizen

who made contributions to better the lives of refugees and immigrants in this country.

Over the past 25 years she held positions ranging from an educator to in-house international assignment consultant.

Author of 61 published works, she is a third-generation educator and the recipient of a State of Connecticut official citation for her tireless dedication to making a difference in the community.

Throughout her 25-year career, she has been working with adult learners in both academic and business environments. Dr. Venditti is an adjunct lecturer at Western Connecticut State University, columnist in ethnic and business periodicals and a host of Channel 23's Community Forum Public Television Program.

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"(Nara's) sense of humor is nicely integrated into her speeches... it drives home points and keeps the audience involved and listening."

*Association For Service Management International Convention, Seminar Participant,
Reno, Nevada, USA*

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See workshop descriptions and more testimonials on the next page.

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Trevor King

“I had read and studied some parts of your CD and presentation before the interview, was well prepared ...and I got the job!”

Gabriel Gavier

“First I thank God and I also thank you for everything you taught us that day”

Norma Santos

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- Learn how to market yourself to American employers
- Find fulfilling employment
- Learn the building blocks of effective communication

American Business Communication 101

- Learn the building blocks of effective communication in business
- Gain confidence and increase your competitiveness
- Enhance your value in the workplace and socially
- Become an effective communicator and get promoted

Global Customer Service

- Listen, speak and communicate over the phone and face-to-face
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