

After the Interview Thank You Email

- Send a thank-you email or letter within 1-2 days of the interview.
- Personalize the note for each person that interviewed you. The hiring committee often shares these emails with each other and will be unimpressed if you simply changed the name and not the content. If your interview included a large number of people and you do not have contact info for each person, send one note to the primary interviewer and ask him or her to forward it on your behalf.
- Thank the interviewer(s) for their time, express your continued interest in the position, refer to something the interviewer mentioned that solidified your interest, and remind the person of a few of your strengths that make you a good match for the position.
- Proofread carefully. You are still being evaluated for the position.
- It is generally appropriate to contact the employer a week after sending the thank-you email or letter to show your continued interest and to ask if there is any additional information you can provide. If you were told that you would be contacted by a specific date, wait until a day or two after the date to contact the employer.

To: Brian Larson <bal@cycloneengineering.com>
From: Roger Bentley <rbentley@iastate.edu>
Subject: Thank you for the interview
Date: September 17, 2012

Dear Mr. Larson:

Thank you for the opportunity to interview with your company for the Manufacture Engineer position.

The discussion we had yesterday was particularly informative and I found the tour of your plant and the informal conversation with your engineering staff to be quite beneficial. I was impressed with the effective manner in which Cyclone Engineering has adapted the management-by-objective system to their technical operations. This philosophy suits my interests and training.

The entire experience has confirmed my interest in Cyclone Engineering, and I look forward to hearing from you soon.

Sincerely,
Roger S. Bentley

308 Marston Drive
Ames, IA 50010
(515) 294-2540
rbentley@iastate.edu

Partial List of Considerations When Evaluating Offers

Standard Quantitative Items

- **Salary** – Research ECS website primarily, NACE salary Calculator in CyHire
- **Signing Bonus** – One time and heavily taxed
- **Health/Dental/Life & Disability Insurance** – Sometimes hard to compare
- **Vacation Time** – 5 or 10 days/year is standard for entry-level position
- **401K/Retirement Plan** – Few pension plans left, 401K should have matching component
- **Cost of Living** – Calculators on Financial Counseling Clinic Site or other sites
- **Evaluation and Raise Process** – Some come with guaranteed increases after certain amount of time or training
- **Relocation Expenses, Temporary Housing** – Common and a nice front-end benefit
- **Overtime Pay** – Can be very important because engineers often have project deadlines
- **Education Reimbursement/Wellness** – Important for personal and professional growth

Standard Qualitative Items

- **Core Values of Company** – Do they align with your values?
- **Type of Work** – Will you enjoy the work and be challenged?
- **Opportunity for Advancement** – Is there a career path for you?
- **Industry Stability** – Are current or advanced technologies used? Is the industry heavily affected by economic factors? Is it a growth industry?
- **Education** – Internal training programs, workshops, mentors, etc.
- **Travel Requirements** – Higher in some industries like oil, construction, and consulting
- **Ownership Structure** – Public, private/family, employee-owned
- **Happy Filter** – Money is important but it can't buy happiness. Need to also consider weather, recreation, distance from family, culture, etc.

Transition Pieces to consider

- **Finances:** Money Management, debt management and budgeting (FCC is very helpful)
- **Build Trust:** Listen and be extremely flexible in your learning, follow through on projects, and be open and honest when in over your head.
- **Seek out a Mentor:** Find someone who “knows the ropes” to guide you and give you advice.
- **Keep a Journal:** You will receive a lot of new information; write important things down to reference later.
- **Develop a Professional Network:** Keep a list of contacts and get to know people.
- **Research Your Industry:** Be prepared to talk about business news and current events.
- **Be Appreciative:** Say and write “Thank You” often. Be nice to everyone.

Sample Negotiation E-Mails

Dear Contact Name,

Thank you for offering me the position of Assistant Product Development Engineer. I am impressed with the depth of knowledge of your development team and feel that I could work well with this group of individuals. I am excited about the possibility of working for XYZ Corporation and I believe that I would really enjoy being part of your operation.

However, before I make a final decision I would like to discuss the proposed salary and benefits package. With my GPA and work experience, I was hoping that my compensation would be higher. Data that I have collected seems to support my concern. I am very interested in working for you, but know it is in both of our best interests that I start my career with XYZ Corporation with no concerns about my compensation.

Thank you very much for your consideration.

Sincerely,

Your Name
youremail@gmail.com
555-555-1234

Be prepared to provide justification to support your request. Alternately, you may want to take a more direct approach and include your justification in your email or letter as demonstrated below.

Dear Contact Name,

Thank you for the offer to join the XYZ Corporation in the position of Production Engineer. I am very excited about the opportunities with XYZ and working at the Anywhere, USA facility. I believe that my skills and experiences will augment those of the Production Engineering team and that I will be a positive contributor to your culture and business operations.

I have a concern about the compensation package presented to me and would like to discuss this before I make a final decision on accepting this offer. My background, skills, and interests are a highly correlated match to this position. However, I feel my qualifications may have been undervalued when compared to other ISU engineering graduates with equal or less experience. Specifically:

- Average starting salary for an Iowa State University Mechanical Engineer is \$59,841 (www.engineering.iastate.edu/ecs/employers/salaries-demographics/) and investigations with Engineering Career Services have found that 75% of those reported salaries are located in the Midwest.
- Because of my 11 months of internship experience in a highly correlated industry and work capacity, I feel that I bring the experience of more than the average engineering graduate.
- Cost of Living calculations have yielded that the Chicagoland area adds a minimum 5% premium on average starting salary. (www.bankrate.com/calculators/savings/moving-cost-of-living-calculator.aspx)

Based on these factors, I humbly request that my salary offer be reevaluated. My proposal would be a starting salary within the range of \$65,500-\$68,000. Thank you very much for giving this matter additional consideration and I look forward to discussing this further. Please contact me at your earliest convenience. I can be reached through e-mail, yourname@gmail.com, or by cell phone, 515-555-5555.

Sincerely,

Your Name