

NOW-NYC Guide to Excelling in the Workforce

When you advance in your career, you are creating meaningful change in your workplace and beyond. NOW-NYC aims to support women through mentorship and advocacy as they break barriers in their careers. Whether you're launching your career, making a transition, or climbing the corporate ladder, we introduce in this packet strategies that will help you land the opportunities you deserve.

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Tips for Finding the Right Job

When finding a job that you will enjoy, make sure to consider the following key factors in order to find a job that aligns with your goals and long-term career goals.

Deciding What You Want

- Know yourself
 - Think about your values, interests, and strengths. Clarifying what kind of work and environment you thrive in will help focus your search on roles that align with your long-term vision.
- Define your priorities
 - Identify what matters most to you - whether it's salary, flexibility, mission alignment, or growth opportunities.

The Job Search

- Do your research
 - Investigate the companies you're interested in. Review their mission statements, recent news, and employee reviews to ensure they match your values and expectations.
- Tailor your application
 - Edit your resume and cover letter to each role you're applying for. Highlight the experiences and skills most relevant to the position and clearly show how you can bring value to the company.
- Ask questions
 - During interviews, ask interviewers questions regarding their livelihoods in their jobs. For example, ask the last time they had a vacation or how often they have to work overtime. This can help you determine if the job is right for you.

The Application Process

- Be Patient and Persistent
 - Finding the right job takes time. You may not love every single aspect of a job, but finding one where the work aligns with your values, strengths, and goals can make all the difference.
- Stay organized
 - Remind yourself that every step—whether it's a rejection or an interview—is progress!

Navigating the Interview Process

Feel free to print out this document to physically check off each item on the checklist.

Preparation

- Prepare for interviews no later than the night before
- Come prepared with common interview topics such as your strengths and weaknesses, why you want to work at that job, etc. Here is a link to [12 Common Interview Questions and How to Respond to Them](#).
- Research the company you are interviewing for, including its mission statement and recent developments
- Practice your responses aloud or to another person. You can also ask the other person for feedback with your answers. Confidence is gained through repetition!
- Plan your attire the day before your interview and make sure it looks clean and presentable
- Plan to come 10-15 minutes early in the event of delays. If you are taking public transportation, plan backup plans in case of unexpected closures. You can use the extra time at the office to observe workplace dynamics.
- Get abundant rest the day before the interview in order to stay alert the next day

Day of Interview

- Bring hard copies of your resume in case your interviewer doesn't have it
- Go over key points that you would like to emphasize in the interview
- Approach the interview like a conversation, rather than an one-sided assessment. Remember an interview is mutual and you should assess if the firm aligns with you just as the company is gauging your fit.
- Don't speak negatively about your previous employers. Instead, focus on what you have learned from your previous experience as it can emphasize your problem-solving and optimistic thinking to companies.
- Take time to respond to questions. If you need more time, you can use the phrase "that's a great question."

Before your interview, take a deep breath - **You got this!**

Tips for Negotiating Salary

Especially for women, learning negotiation skills is key to workforce success. After all, women who negotiate are more than twice as likely to get a raise compared with women who don't.

Background Research and Planning

- Look through sites such as [Glassdoor.com](https://www.glassdoor.com) or [Salary.com](https://www.salary.com) to get a range for your particular position. For more specific information about your company, ask your co-workers or those who have worked the position in the past.
- Record feedback from your supervisor and show how you have applied it and developed throughout your time in the firm
- Do your research on the company's current financial health. Ask yourself: does the firm have the available resources for a raise at this moment?

Factors to Consider when Deciding How Much You Should Ask For?

- The rise in the cost of living in your area since your last raise
- The amount of time that's passed since your last raise
- Your unique skills and contributions to the company
- Relationship with your supervisor or person you are negotiating with.

Negotiation Tips

- Your negotiation should be face-to-face meeting with your supervisor in order.
- Keep negotiations professional and don't get personal. Focus on your value to the company, merit, and metrics
- When considering how much you should ask for, giving a range works in your advantage. A [2015 Study](#) of Columbia professors Daniel R. Ames and Malia F. Mason found that giving a range of salaries during negotiations indicates flexibility and accommodation to counterbalance the assertiveness of the negotiation. Therefore, employers were more likely to give employees a raise even if the range was higher than the original ask value.
- Start at a higher salary amount than the minimum salary that you will accept, but not too high that it is insulting to the company. This allows leeway for a compromise where both parties are happy.