

An aerial photograph of a city skyline, likely Chicago, featuring a river (the Chicago River) winding through the center. Numerous skyscrapers are visible, including the Willis Tower (formerly Sears Tower) with its distinctive antenna. The image is partially obscured by a large orange semi-transparent rectangle on the left side, which serves as a background for the text.

A Data & Analytics Consultant's Guide to Accepting the Right Job Offer:

Getting Ready, Asking Key Questions, & Reviewing the Details

Make sure that you're prepared for the job hunt, can stand out amid the crowded field of applicants, and that you ask all the right questions before accepting a job offer.

STEP 1: PREPARING YOUR RESUME AND EXTERNAL-FACING PROFILES



Update your resume and make it meaningful. Keep in mind that recruiters and hiring managers are sifting through many resumes.

They may not read every word of your resume—or your cover letter—so, ensure that your resume articulates your experience in an actionable and quantifiable way by:

- Using language that is easily understood in your industry.
- Demonstrating how you've effected positive change in previous roles.
- Showcasing strengths that will mean something in the role for which you are applying.
- Highlighting your meaningful past career growth that illustrates your ability to progressively contribute.
- Hyperlinking your contact information to make it easy for the recruiter to reach out to connect with you and get the interviewing process started.

Do this in a way that shows purpose, intention, and humility. Your education, honors, awards, and certifications alone won't tell the whole story of who you are today and why you stand out from everyone else.



Update your external-facing profiles, like LinkedIn, and make sure they are polished. Keep in mind that recruiters and hiring managers will likely look online to learn more about you.



So, ensure that your publicly accessible online profiles showcase you in the best light by:

- Adding a recent and professional photo.
- Aligning your professional accomplishments with what you have on your resume.
- Highlighting areas of interest as well as ability and willingness to learn something new.
- Engaging with others in your industry.

It may be advantageous to connect with current employees of the company you are applying; it might help you get a sense for the company culture. But make sure you are up front about your reason for connecting and be judicious with other's time.

STEP 2: ASKING THE RIGHT QUESTIONS

Remember that an interview goes both ways—you have just as much vested in asking questions as the company you are interviewing with. So, make sure to ask all your questions, and if need be, follow-up with more. There is no guarantee that you'll get every answer you seek but do your best to glean as much insight as you can into the role, the company, and the culture.

Think of questions that will uncover details about the company and its culture, impact you can have in the role today, and insights into what kind of future is possible for you at the company.

TO LEARN MORE ABOUT THE COMPANY AND ITS CULTURE, YOU COULD ASK THESE TYPES OF QUESTIONS TO THE INTERVIEWER:

- What is the mission, vision, and values of the company?
- What did the last two years look like in terms of overall company results versus what was planned? In hindsight, what would you have done differently?
- What obstacles have you already identified in next year's growth plan? How and how are you equipped to adjust if more obstacles present themselves as you go?
- Is training and continued education prioritized within the company and what resources are made available?
- Have you experienced any obstacles in your role and how has the company helped to resolve them?
- How does senior management interact with the rest of the company, and how often?
- How has the pandemic shaped how your team operates? What does the mode of operation look like going forward?

TO LEARN MORE ABOUT THE EXPECTATIONS OF THE ROLE, ASK THESE TYPES OF QUESTIONS TO THE INTERVIEWER:

- How does the role I am interviewing for play into the company's growth plans?
- What are you hoping I will accomplish in my first 3, 6, and 12 months?
- What are going to be the one or two biggest hurdles for me in my role? What kind of support is available?
- How do you measure success for this position?
- Do you expect the responsibilities for this position to change in the next 6 to 12 months?
- Is there opportunity to provide or receive mentorship as it relates to my role?
- Will I just be working with my direct team, or will there be need for cross-company collaboration? If yes, what does that entail?

STEP 3: DIGGING INTO THE DETAILS

If you get an offer you want, you should accept with urgency and excitement. How you handle accepting a job offer is your new employer's first example of your decision-making skills. As you go through this exciting time in the process, don't forget to check the fine print. Benefits come in all different shapes and sizes, and you don't want to find out down the road that you might not qualify for something right away. So, ensure you dig into the details by asking about:

- **Insurance:** Is health, dental, and vision insurance offered? What other types of insurance are offered? When will you be eligible? How much of the premium costs do you need to pay and what are the different plans available? Who in your family is covered and what requirements need to be met? Is there is specific enrollment period before you can make changes to your initial elections?
- **PTO:** What is the company policy on PTO (sick, vacation, and holidays)? How long before you're eligible to take PTO? Does it rollover to the next year if you don't use the annual offering? Are there blackout dates for vacation time?

- **Retirement plans:** What are the different retirement plans offered? At what rate does the company match and when will you be eligible? How long before you're fully vested?
- **Health & wellness:** Does the company offer any health and wellness perks such as gym memberships?
- **Continued education & training:** How does learning happen? Does the company offer any tuition reimbursement? What are the requirements and when will you be eligible?
- **Bonus:** Is there a bonus structure in place? What is it based on—your performance, company performance, or both—and how often is it measured and paid out?

Remember that there is room for negotiation before a verbal acceptance of a job offer and in some cases after you verbally accept. You'll want to be certain you have your questions resolved before you sign a written job offer... now is the time to do your due diligence.

GOOD LUCK—YOU'RE ON YOUR WAY TO GREAT THINGS!

