How to pick out the right job

Samuel M. Hall, Jr.

My, how lucky you are; you've really hit the jackpot. You've gotten not only one job offer, but several. The big problem now is, which job shall you take?

Obviously, being able to choose from among several job options is an enviable position to be in. But sometimes making that choice can be as agonizing as the job search itself.

The companies' geographical locations, their salary and fringe benefit programs, and their promotional opportunities are some of the things you should consider if you're going to make a wise decision.

Very often the differences are not all that great — which only adds to the anxiety over making the "right" decision.

For some the solution is simple: just take the job that pays the most money. Accepting a position simply because it pays more than any other offer is probably the worst reason you could have for a career choice.

Most salaries will be competitive. That is to say, they will not differ significantly from one company to another. This does not mean that some industries do not pay higher salaries than others.

The banking industry tends to pay less than the petroleum industry, and retailing positions usually pay less than manufacturing.

If you are single, an additional five hundred dollars per year in salary may not be worth asking for if it could result in your being taxed at a higher rate.

Anything approaching a one - thousand dollar difference is worth considering, if you first take into account the location of your work environment and the cost of living in that particular area.

A thousand dollars a year more may be meaningful if the job is in Detroit, but of little or no significance if it is in New York City.

If you are leaning towards one position but feel you need more money, a frank discussion with your prospective employer may yield the salary you desire.

Making money the focal issue, however, may turn an employer off. Some companies may give you exactly what you want upon entry, but subsequently lower the raises to which you are entitled in the future.

Salary raises normally occur at various times and in varying amounts throughout the year. The bottom line is that your salary may be adjusted during your first year of employment so that you end up making less money than the person who hired in at a lower starting salary.

Fringe benefit programs for most major corporations are comparable, but some employers have rather unique programs which may be of particular interest to you.

Most employers will pay all or part of continuing education costs, and a few will totally finance a graduate degree even before you start work. A few programs may even help your immediate family members finance their education.

Stock options, profit sharing plans, and early retirement programs all must be taken into account when selecting your employer.

You may feel that retirement is an absurdedly remote consideration, but nevertheless you should check out the details of each employer's retirement plan — better safe than sorry. Keep in mind during all of your deliberations that a sound decision is based on as much information as you can possibly obtain.

There may well be things you are overlooking. Discussing your options with a friend, a relative, or better still a professional career counselor may help you put things in the proper perspective.

If you hesitate to seek advice—don't. The most successful people in the world always seek the advice of others. Remember too that anyone so brash as to tell you exactly what position to accept should be listened to respectfully but reminded that the final decision is yours and yours alone.

The one most important ingredient in any selection should be your personal job satisfaction. Are you doing what you want to do?

Most of those who choose between positions rank job satisfaction as number one of their list of criteria, followed closely to promotional opportunities. Both seem to be central in terms of providing the motivation necessary to perform well on your job.

You will probably never feel 100 percent sure that [illegible] But don't second-guess yourself into [illegible] your decision.

Needless delays in reaching a decision may well eliminate you from the employer's future consideration. If three or more employers are involved, eliminate one or more from further consideration as quickly as possible. Then concentrate on the pros and cons of each remaining offer.

As you reach a decision not to work for a particular company, prepare a letter or telephone the employment office telling them about your decision. Most appropriate is a phone call just as soon as you've decided against the company followed by a short letter to confirm that decision in writing.

Notifying employers that you are no longer interested in extremely important, and cannot be overemphasized. More than one person has taken a job only to find out later that it was not what they wanted, but they had already destroyed their relationship with other employers by not in-

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The Johns Hopkins University is a small, unusually diverse university committed to providing the resources and the freedom necessary for learning. The curricula of the graduate and undergraduate divisions of the Schools of Arts and Sciences, and Engineering reflect both the University's scholarly academic traditions as well as the needs of society. Students can pursue studies in the varying areas of quantitative studies or engineering sciences, natural sciences, the social and behavioral sciences, and the humanities. Through the different degree programs available the very capable and motivated students enrolled in the Schools of Arts and Sciences, and Engineering prepare for careers or advanced study and research in their chosen field of interest.

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Guidebook urges blacks to seek health careers

WASHINGTON — Thousands of minorities and women are now entering the health professions in which they have been traditionally underrepresented but these increases are only scratching the surface of the opportunities for them in such careers.

According to an updated standard reference book on health occupations issued by the U.S. Department of Labor:

Blacks represent about 11 percent of the population. However, less than 3 percent of the nation's physicians, dentists, optometrists and pharmacists are black; and

Women who represent over 50 percent of the population still represent less than 12 percent of all physicians, dentists and optometrists;

Blacks, Hispanics and American Indians represent just over one percent of all dentists and optometrists.

The 4th edition of the Health Careers Guidebook says that this underrepresentation is being corrected by the special efforts that Congress, federal and state agencies and professional associations in the health field are making to create new educational and job opportunities for women and minorities in these fields.

The guidebook — containing the latest on occupational and career information — was developed by the Labor Department's Employment and Training Administration in cooperation with the Health Resources Administration of the Department of Health, Education and Welfare.

The enlarged edition reflects major changes in the scope of occupations and lists a large number of health occupations not previously described.

The latest edition is expected to be used widely by high school students, counselors and personnel workers in making decisions about health careers.

It contains individual career descriptions, arranged by 16 different areas for all major occupations within the health field. Each occupation is described in detail, and readers are told where to get additional material.

Among the vocational areas covered are medicine, dentistry, laboratory services, dietetics and nutrition, health information, nursing, pharmacy, psychology, science and engineering, social work, technical instrumentation, veterinary medicine and vision care.

The information under each occupation is organized in four basic sections:

Alternative titles by which the occupation is known, and a job description, including places of employment and areas of specialization;

Qualifications needed for the job, including professional and pre-professional training, special skills and aptitudes, licenses and registration.

Outlook, including employment outlook, including opportunities for advancement and additional qualifications needed; and

Dictionary of Occupational Titles code numbers, a government system for classifying occupations.

A limited number of copies of the guidebook are available without charge from Inquiries Office, Employment and Training Administration, U.S. Department of Labor, Room 10225, 601 D Street, N.W., Washington, D.C. 20213. Phone: (202)-376-6730.

Copies in quantity can be purchased for $5.25 each from the Superintendent of Documents, — U.S. Government Printing Office, Washington, D.C. 20402, giving stock number: 029-000-00343-2.

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forming them at the appropriate time that they were not interested.

"Don't burn bridges behind you" is an old cliche that is good advice here.

Be prepared for a counter - offer from some companies which don't like to be refused. Some employers are very aggressive and often over - zealous when pursuing a candidate they really want.

Any further dealings with a company after you've notified them that you are not currently interested in their job offer should be approached very carefully.

Never appear as if you're playing one company against another. When you make a decision, stick by it. All other employers will only respect you for it.

Finally, remember that most people change positions two or three times during their career, so don't ever feel that the decision you make is engraved in granite. On the other hand, avoid changing jobs on a whim. Future prospective employers may question your career stability if your work record indicates several job changes over a short period of time.

After you've decided and notified everyone, relax — and plunge head-first into making your new job a success.

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