



Career Growth & Development

The Job Search, Interviewing &
Negotiating an Employment Contract

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3 Phases To Your New Position

- ◆ DISCOVERY
- ◆ THE INTERVIEW
- ◆ CONTRACT NEGOTIATION



DISCOVERY



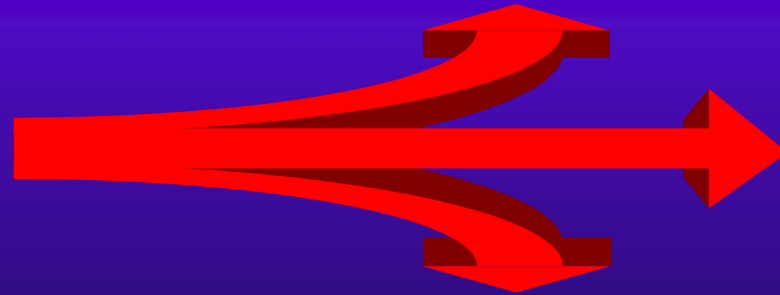
Identify The “Perfect Position

- ◆ Tasks you enjoy / are good at doing
- ◆ Compensation
- ◆ Location
- ◆ Facility needs



Investigate Facility Needs

- ◆ Why the change?
- ◆ What has been successful?
- ◆ What has not worked in the past?
- ◆ Look beyond the job listing





Compensation Package

- ◆ Has a package been “suggested”?
- ◆ Consider the total “package”
- ◆ What is the “market value”?
- ◆ Interview the current professional
- ◆ Home work NOW!
- ◆ Get specific later!





Your Resume

- ◆ Make it fit!
- ◆ Easy to read
- ◆ 1 – 2 pages
- ◆ Practical experience
- ◆ Appropriate skills



Cover Letter

- ◆ No form letters (“Dear Sir”)
- ◆ Create confidence – communication skills
- ◆ Create curiosity – “how can this person help me”?
- ◆ Don’t “re-write” your resume
- ◆ Confirm delivery / process to hiring





Securing an Interview

- ◆ Confirm the process – (telephone / personal)
- ◆ Who is making the decision?
- ◆ “Is there anything I should prepare”?
- ◆ Network – use good judgment
 - I.E members / colleagues / managers



Preparing for the Interview

- ◆ You're in a in a road race – no time clock!
- ◆ Winner will “run fast” – will not “stumble”
- ◆ Know the course / competition
- ◆ Read your resume!
- ◆ List strengths / weaknesses
- ◆ Why do you want this position?



Preparing for the Interview

- ◆ Why are you the best *candidate* (not most *qualified*)
- ◆ Prepare physically / emotionally
 - Diet / rest / exercise
- ◆ Look in the mirror – what do you see?
- ◆ Be certain – what should bring / wear?
- ◆ What exactly will the process be?



The Interview



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Top Ten Questions

- ◆ Write them down (top 30)
- ◆ Spelling Bee rule!
- ◆ Write your answers



Who Is in Control

- ◆ Committee / individual
- ◆ Standard questions
- ◆ Unique / personal questions
- ◆ Who is asking the unique questions
- ◆ Who is *really interested* and what interests them?



Pushing The Right Buttons

- ◆ Remember your research
 - Facility needs
 - Why change is being made
 - What has / has not worked in the past
 - Don't over-sell



Your Strengths

- ◆ *Which* of your strengths are important?
- ◆ Confident *and* understated
- ◆ Facts / data – in small doses!
- ◆ Praise for your existing team – “couldn’t do it all myself”



Your Weaknesses

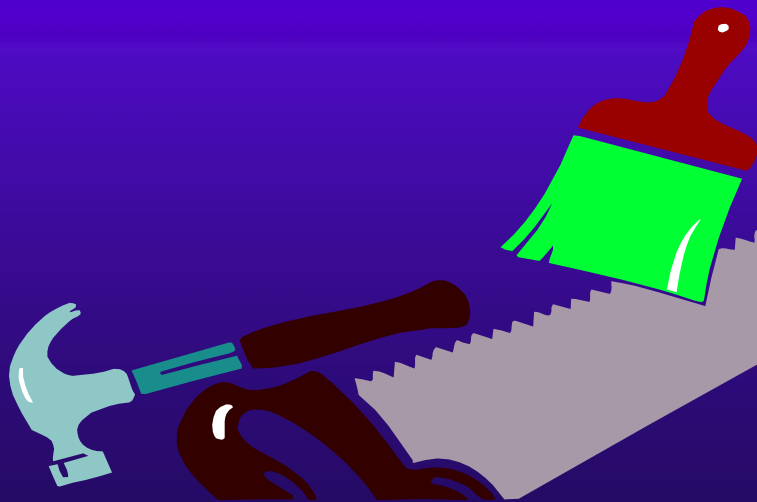
- ◆ “Areas of development”
- ◆ “Positive” weaknesses – impatience, high expectations
- ◆ Don’t “stumble” in the race!





Paint A Picture

- ◆ How existing issues will be resolved
- ◆ Your work will help “everyone” – manager / committee / sales department
- ◆ Your selling “hope”





The Follow-up

- ◆ What is the timetable?
- ◆ Who interviewed you?
 - Personalized thank you note appropriate?
- ◆ Formal letter to manager / committee chair
- ◆ Don't "re-interview" in a thank you note
- ◆ Mention a "key-issue" if you had 90% consensus from "decision-makers"





Three Possibilities

1. You are offered the position
2. You are invited for another interview
3. You are not offered the position



Not Offered Position

- ◆ Write another thank you letter
- ◆ “Why not”?
- ◆ “Keep me in mind”



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2nd Interview

- ◆ Repeat preparation – the race continues!



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Offered The Position

- ◆ Time to finish the race!



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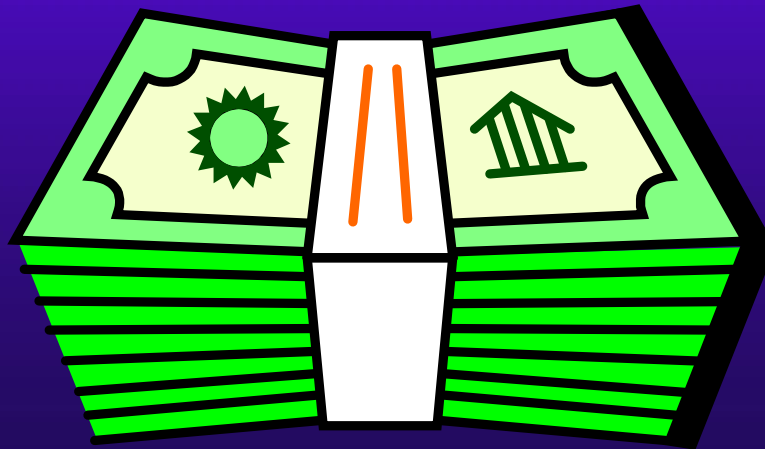


Contract Negotiation



Compensation Package

- ◆ “Total package”
- ◆ Package components
- ◆ Why do you want this position – how important was compensation?
- ◆ Everything in writing!





Compensation History

- ◆ Salary
- ◆ Lessons
- ◆ Pro shop
- ◆ Deferred compensation / 401k
- ◆ Bonus
- ◆ Insurance – health / dental / disability / life
- ◆ Vacation – educational reimbursement



Quality of Life

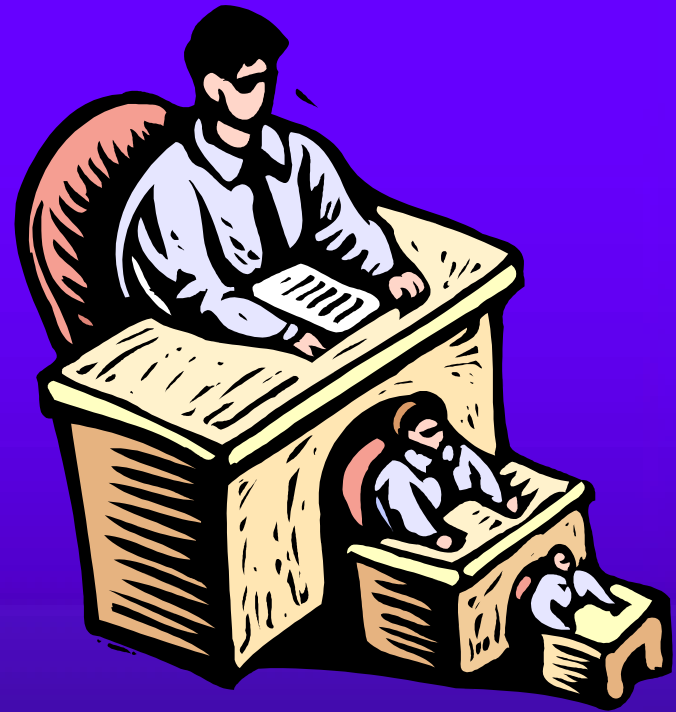
- ◆ Expected visibility
- ◆ Days off
- ◆ Personal time – family / civic / church
- ◆ Hour on court (versus operational expectations)
- ◆ Family / personal use of facility





Chain Of Command

- ◆ Report to...
- ◆ Who reports to you?
- ◆ Bi-laws
- ◆ Employee manual
- ◆ Owner
- ◆ Board
- ◆ Committee
- ◆ Investors



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Expectations - Responsibilities

◆ Expectation

- Improve junior program
- More social events
- Improved maintenance

◆ Responsibilities

- Attend all committee meetings
- Daily sales reports to accounting
- Weekly staff meetings



Conflict Resolution

- ◆ Agree on desire to resolve
- ◆ Issues of performance – who can raise?
- ◆ Process to resolve
- ◆ Time to cure





Breach – Termination - Buyout

- ◆ Breach – performance / moral
- ◆ Notification – how?
- ◆ Notice period – performance vs. Moral
- ◆ Liquidated damages (if any)
- ◆ Settlement parameters – payment
- ◆ Disposition of compensation (401k, lessons, vacation, pro shop merchandise)



Pro Shop

- ◆ Expectations – inventory / pricing / service
- ◆ Expenses – payroll / supplies / fixtures
- ◆ Collection of member charges
- ◆ Collection / payment of sales taxes
- ◆ Termination / buyout





Lessons / Associate Professionals

- ◆ Lesson rates
- ◆ Ownership of concession
- ◆ Collection / reimbursement
- ◆ Right to set associate pay scale



Trade Association

- ◆ Expectations
- ◆ Continuing education
- ◆ Reimbursement of expenses



Term /Renewal

- ◆ Your ideal vs. What you will accept
- ◆ Vesting of deferred compensation
- ◆ Career path
- ◆ When agreement will be renegotiated
- ◆ Automatic renewal



Contract Negotiation

- ◆ This was your “perfect” position
- ◆ Life isn’t perfect!



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