NEGOTIATING JOB OFFERS

EVALUATING & UNDERSTANDING THE OFFER

Once you have earned a job offer, you have more power in the interviewing process than at any other time. While receiving a job offer is exhilarating news you want to make sure you consider all aspects that is in the world of work and how it aligns with you. Prior to Negotiation you will want to do the following:

- Determine your worth, by evaluating your qualifications (transferable skills and experience) for the role. Are you overqualified?
- Ask yourself, will this job provide me with the lifestyle, independence, security, prestige, and/or other career values I have?
- Does this job accommodate my work/life balance?
- Consider the type of work you will be doing, is the work something you are genuinely interested in?
- Explore whether you will have the opportunity for professional development such as further education or training. Will this opportunity help you grow as a professional?
- What benefits are offered? Take into consideration things like health care, retirement, paid vacation and sick leave allowances, and even relocation assistance.
- Is the offering salary adequate? Research average salaries for similar job titles in the area. Think about location, cost of living, and benefits listed above.
- Prepare Accomplishment Statements, these statements will help you verbalize your worth.

**Template:** I accomplished (insert accomplishment) using my (insert skills) which benefited (company/organization) by (results).

WHAT CAN BE NEGOTIATED?

Until you have an offer, you have nothing to negotiate. But once you do, the following are some of the factors that may be negotiated depending on employer.

- Salary (within salary limits)
- Start Date
- Location of position
- Relocation Expenses and Signing Bonuses
- Schedule
- Vacation days
- Travel Expenses/Company Car
- Tools for work (i.e., laptops/iPads)
- Workspace/office furnishings
- Flexible Hours
- Professional Development Opportunities
- Childcare
THE NEGOTIATION PROCESS

During the negotiation process the candidate will be in constant contact with an employer before an acceptance or declination is given. This is the time the candidate has more power than at any other time in the interviewing process.

- Employer contacts candidate with the initial offer.
- Candidate will take time to evaluate the offer and return to the employer with a counteroffer or negotiated adjustment to the original offer. (Ask for 24-48 hours to consider offer)
- The employer then may take some time to reconsider before returning to the candidate with either acceptance of the counter-offer terms or negotiations.
- Negotiation process continues.
- Final offer is given, the candidate can still take time to consider but will need the next contact with the employer to be a notice of acceptance or declination.

Pro Tips:

- Remain flexible but have a walking away point.
- Practice!
- Use your values statements to back up your request.
- Gather hard data from reliable sources.

Professional Etiquette and Impressions

Throughout the negotiation process, the candidate will be in constant contact with employers. So, candidates should continue to be mindful of their conduct and the impression they are making to the employer when the offer arrives.

- Inform employers you are pleased to receive an offer, reiterate your interest in the position, and thank them for their consideration.
- Maintain a professional attitude that expresses gratitude, humility, and willingness to reach an agreement with which both parties can be satisfied.
- Consider negotiating in-person, by phone, or by video chat. Talking about important details via email can lead to miscommunication and frustration. But if any agreements arise, be sure to get it in writing from the employer.
- Remember that an employer can revoke an offer if something undesirable comes up (like a negative attitude) at any time in the negotiation process.
- Avoid getting personal. This is a conversation, not a confrontation.
NEGOTIATING SALARY

The following tips are tips to help determine your target salary and to negotiate salary if needed.

• Have a salary range in mind, with your target salary at the bottom of the range, and the top of the range no more than 20% of your target.

• Remember: The average base salary is the one for someone fully qualified for the job.
  • If you are fully qualified, you can set your target by the average base.
  • If you exceed qualifications and offer more value, you can set your target higher.
• Your budget should NOT determine your target salary. This negotiation is about your worth, not your expenses.

Example ways to begin negotiating salary and the conversation:

“I am excited to receive an offer and would love to join your team. With my qualifications and experience, I am hoping there is some flexibility on the salary.”

“Based on my research on this job in our area and my skills and qualifications, I was thinking $55,000 per year. Do you have room to negotiate?”

WHEN NOT TO NEGOTIATE

The application or interview process is NOT the time to negotiate.

If the employer brings it up during interview process, here are ways to respond:

• “What are your salary expectations for this job?”
  ◦ “I’d like to learn more about the role before I set my expectations.”
  ◦ “I would like to see if I’m a good fit for the role and the company before we discuss salary.”

• “Can you share your salary history with me?”
  ◦ “My previous jobs as a student were so different from this role. Can we discuss what my duties will be here, and then discuss salary?”

Enter zeros or NA on the initial application when asked for salary history.

TAKEAWAY

Every Negotiation is Unique.

If you have skills that are in high demand to offer employers, negotiation could be easier in these situations. At other times, your offer can be one of many with other candidates waiting if you do not accept. Many factors contribute to the extent of which your offer is negotiable, this includes the economy and labor market demand, employer need, availability of qualified candidates, available funding, and your qualifications compared to other candidates. DO your research and talk with a UCC Career Consultant.
MARKET RESEARCH DATABASES

The following are sites that can be accessed to do research on job titles, salaries and gain information that can be helpful in your negotiation process.

Onetonline.org

Linkedin.com/salary

https://www.glassdoor.com/Salaries/index.htm

https://www.bls.gov/ooh/