



Negotiating and Evaluating Job Offers

- 1) Negotiations are meetings to discuss a subject with another individual in order to reach a mutually satisfying agreement
 - The goal is to produce a **win-win scenario** while avoiding ultimatums
 - Negotiations are your opportunity to discuss the terms of employment
- 2) The key to successful negotiation is recognizing the point at which you have the most power in the relationship
 - This period is *after* they have offered you the job and *before* you accept
 - Remember, anything at this point may be negotiable (start date, salary, vacation time, performance appraisals)
- 3) The foundation for your negotiations with employers is laid during the interview process. It is during this time when you need to:
 - Assess the needs of the employer & communicate your skills and qualifications
- 4) Preparation before negotiating is essential particularly concerning salary
 - How much am I worth? What do I need to survive?
 - What is the salary range at the national level? Local level?
 - **Your goal** is to determine if your floor (minimum salary accepted) is above their ceiling (maximum salary offered)
- 5) **Believe it or not!** When deciding between offers, it's not **always** about the money
 - Benefit packages (health insurance, paid time off, retirement, etc) can equal 20-30% of salary
- 6) Other factors to consider when evaluating job offers:
 - Is **flex time** available? Are you expected to work overtime?
 - Have I established a good rapport with my **potential supervisor**?
 - How pleasant are my potential **co-workers**?
 - What **advancement opportunities** are available?
 - What type of commitment do they have to **professional development**?
 - Do they offer a **sign-on bonus** or **retention incentives**?
 - Do they offer **loan forgiveness** or **tuition assistance**?
 - If you are **relocating**, do they offer assistance?
- 7) Basic negotiating tips:
 - Practice your negotiation strategy with a friend
 - Do not discuss salary until after the interview & do not be the first to broach the topic
 - Allow yourself time to contemplate an offer (24-48 hours)
 - Do not accept an offer until it is in writing and draft an acceptance letter
- 8) Final thoughts on negotiating:
 - Do your research and understand what the company has flexibility in negotiating
 - Be positive and maintain a good attitude
 - Get feedback when deciding from family, friends, or career services staff
 - Be prepared to walk away from an offer if the company refuses to bend on a critical issue