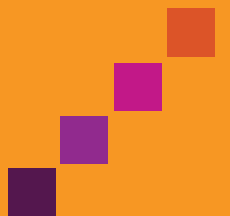


NEGOTIATING THE

Job Offer



Negotiating the Job Offer

Congratulations! You Got an Offer!

Now is the time to negotiate what you want and need in the job. Once an employer has offered you a job, they see you as part of their team. They already picture you sitting at your desk and contributing to the company. They want you to say yes – and they will be disappointed if you say no.

It's customary to ask for a few days or even a week to consider an offer.

How much time you ask for depends on the level of the job. If it is an entry-level position, asking for 24 hours to think it over is fine. If it is a c-suite level, asking for a week is perfectly acceptable. Express your enthusiasm for the job, your interest in the organization, and agree on a specific deadline for your answer. Make sure you have all the information you will need to make a good decision – job description, salary, benefits, start date, perks, office culture, performance expectations, schedule, and anything else that you will be weighing your decision on. If you do not feel clear on these, ask for a meeting with human resources or the person you will be reporting to.

10 Tips for Negotiating a Job Offer

one

Do your research and know your marketability.

two

Remember that negotiating a job offer is not just about salary. Don't fixate on just the salary number – much of job satisfaction comes from things aside from salary.

three

Don't negotiate just for the sake of negotiating – if the salary and benefits are fair and they have met all your requirements, accept the job.

four

Don't underestimate the power of likeability. People are going to fight for you if they like you.

five

Negotiate based on your skills, experience, and knowledge of the salary standards for the specific field and location. NOT your personal needs.

six

Show them WHY you deserve what you are asking for. Justify your requests.

seven

Don't negotiate if you don't plan on taking the job. Make it clear that you will accept the position if it is offered with your requirements.

eight

Know how low a salary you are willing to accept and what risks you are willing to take. If you decide to negotiate, be realistic and positive rather than strident or demanding.

nine

Negotiate for multiple things simultaneously – not one after the other.

ten

Your power to negotiate depends on the level of the position – the more responsibilities you have, the more you can negotiate.





25 things
you can
negotiate
for

- 01 Higher salary
- 02 Guaranteed bonus
- 03 Earlier salary review
- 04 Job title
- 05 Additional or different responsibilities
- 06 Office space
- 07 Tuition or training reimbursement
- 08 Flexible schedule
- 09 Working from home
- 10 Additional vacation time
- 11 Signing bonus
- 12 Technology
- 13 Stock options
- 14 Health insurance costs
- 15 Retirement plan
- 16 Relocation expense
- 17 Housing subsidy
- 18 Transportation reimbursement
- 19 Promotion or raise after trial period
- 20 Association fees
- 21 School loan payment
- 22 Termination provisions
- 23 Wardrobe allowance
- 24 Expense account
- 25 Shorter probationary period

How to research salaries and benefits

1.

Start with looking online at comparable companies' websites.

2.

If there is a similar job within federal, state or local government, look for the salary online (all government salaries must be posted).

3.

Investigate general salary websites such as Glassdoor.com, Payscale.com, SalaryExpert.com

4.

Check out professional association websites for your industry—many have salary listings.

5.

Ask professionals in the field for salary ranges for a similar position.

6.

Look at US Department of Labor's Occupational Outlook Handbook.

Sometimes organizations have room to negotiate, sometimes not. Due to union contracts, equity among current employers, job grades, job requirements, human resources rules, and salary caps, you may not be able to negotiate for everything you want. Your job is to figure out what they have the ability to be flexible on and what they don't. Be prepared with a Plan B if they are not able to meet your original requests.

If you receive one offer but are really hoping for another, contact the other employer and find out where they are in their decision-making process. It is OK to say, "I am very interested in this position and organization—in fact, you are my first choice. Though I have received another offer, this position is the best match for my strengths." Try to get an estimate of the timing involved. Then, contact the offering employer and ask if you can let them know your answer by whatever date that is. Keep following up with the employer on progress. Maintain your professionalism at all times.

When accepting a position, express your enthusiasm and request that the offer be confirmed in writing. Establish a starting date, and be sure to discuss any prior commitments already on your calendar. Share your good news with those who helped you along the way and don't forget to withdraw your name from other searches.

