

Salary Negotiation

Receiving an Offer

What Do I Do When I Get an Offer?

- Say thank you, with enthusiasm and add that you are delighted to consider their offer!
- Give yourself time to research benefits/salaries and weigh other options
- Ask for the offer in writing
- Ask when the employer needs your decision
- Give the employer your decision before the deadline you've been given or – last resort – request an extension on the deadline for responding to the offer
- Stay in communication with the employer as long as you're considering the offer

Know the Lingo

- **Commission** - remuneration for services rendered or products sold often calculated on the basis of a percentage
- **PTO** - Paid Time Off
- **401k** - a pension plan provided by your employer
- **Company Match** - employer's potential payment to an employee's 401(k) plan dependent on the extent of an employee's participation in the plan
- **Signing Bonus** - a sum of money paid to a new employee by a company as an incentive to join that company

Negotiating and Salaries

Strategies

- **Always be professional and positive** - Convey a sense of excitement about the opportunity

- **Clearly articulate what you want** - Justify your requests by using specifics such as the quality of your education, experience, or productivity

Example Conversation

You: “What is your salary range for someone in this position?”

Recruiter: “\$40,000 to \$45,000. Does that work for you?”

You: “Perhaps, do you have any flexibility in that number?”

Recruiter: “Possibly.”

You: "I have researched starting salaries of peers in my field. Considering my [skills and experience], I was thinking something in the range of \$_____."

Topics

Consider the whole package - Salary isn't the only thing to negotiate; consider other items such as start date, benefits, job title, or hours

- **Hiring Bonus** - If you can show a gap between market pay and what you are being offered, you may be able to convince your potential employer that an initial cash award is deserved
- **Vacation Time** - Most companies offer two weeks of vacation time to start; negotiating for an extra week off is not uncommon and is often likely to be granted
- **Relocation Costs** - If a new position requires you to relocate, do some research on the actual costs associated with your move and present them to your potential employer
- **Performance Evaluation** - How soon will you be evaluated to be considered for a raise

Salary Resources

- Salary.com
- NACE Salary Calculator
- Cost of Living Calculator
- GlassDoor.com
- SimplyHired.com

Accepting or Declining an Offer

Accepting the Offer:

This can be a really exciting event! When you accept an offer, make sure you do the following:

- Give thanks and appreciation for the opportunity.
- Make sure you give a written acceptance of the job offer. Make sure you write a letter to the individual who offered you the position. It needs to be well written and contain no grammatical errors.
- Make sure you have reviewed all the conditions of employment (salary and benefits) with the appropriate people in the HR department. If you have any questions, now is the time to ask.
- Make sure you have a clear starting date of employment and plan accordingly.
- Once you've accepted an offer, stop job searching and withdraw all your other applications.
- Yes means yes (verbal and written) - never accept an offer unless you are sure that you'll take it.

Declining the Offer

For various reasons, sometimes an offer just isn't going to work out. Make sure you do the following when declining an offer:

- Be prompt, do not delay a decline.
 - Do not decline over e-mail or text. Always call or set up a meeting for person to person contact.
- Give thanks and appreciation for the opportunity.
- Give a good, brief reason why you are declining the position.
- Don't burn bridges with the company or recruiter.

Going Back on an Offer (Reneging an Offer)

We want to help you make the right decision in your job search. If you are considering changing your mind on offers, please come talk to us in the Career and Professional Development Center. We're happy to talk with you about your options and how you can approach the situation.

Anytime you are in a job search, you are entering into a contractual obligation with ethical implications. We strongly advise against going back on an offer after you have said yes. This could lead to negative consequences for your career and loss of privileges to Career Services.

Please visit our full policy for more details.