



YOUR OFFER EVALUATION & NEGOTIATION

You Got an Offer:

Most offers are first delivered verbally. Don't try to negotiate when you receive your offer, focus on listening. Convey your excitement for the opportunity but don't give your decision yet. Ask for the offer in writing and time to reflect on the full package before you share your perspective.

Time to Reflect and Evaluate:

Making the decision to negotiate or not is an important and strategic one. If your offer is from a firm that hires groups of graduate students, then the base salary and sign-on is probably standardized. It may be better to have a discussion to clarify finer points of the offer, such as start date, work location, specific mentors etc. Conserve social capital!

Evaluate the Entire Offer – What Are Your Priorities?

- Base salary
- Signing bonus
- Relocation package
- Company bonus
- Commissions
- Salary review at 6, 9 or 12 months
- Spouse / Partner job assistance
- Profit sharing
- Matching funds
- Holidays
- Vacation
- Health Insurance
- Expense account
- Temporary housing
- Parking
- Phone allowance
- Maternity/Paternity leave
- Child care
- Well care benefits
- Life insurance

Do Your Research:

Know your competitive market value. Be familiar with current salary ranges for Yale SOM and talk to Coaches to better understand employer compensation approaches. You can also check resources listed below.

Be prepared to make intelligent, well-informed salary statements and be sure your requested salary range is within the market. Items typically more negotiable are: Performance bonus, benefits, relocation expenses, and office location.

Salary Information Resources:

- CMS> Research Tool> Salary Database
- [Salary.com](http://www.salary.com)
- [Yale SOM Employment Data](http://www.yale.edu/som/employment)
- [GoinGlobal](http://www.goinglobal.com)
- www.glassdoor.com

Engage in a Thoughtful Discussion:

All communication regarding your negotiation should be live via phone, skype, or in person. Do not attempt to negotiate via email, despite any temptation to avoid an awkward conversation. Many negotiation requests have been misinterpreted and misunderstood though email—don't put your offer in jeopardy. You can email your contact to request a time to discuss your offer live, but do not go into any specifics until you talk.

Decide whom is the appropriate person to have the discussion with – Human Resources typically handles questions around salary and benefits, while your Hiring Leader is the best person to discuss responsibilities.

Every situation is unique- we highly encourage you to meet with a Coach to discuss your offer & circumstances.



YOUR OFFER EVALUATION & NEGOTIATION EXERCISE

What are your priorities?

Questions for Employer?

Research/ Benchmarks