University of Puget Sound | Career and Employment Services

EVALUATING JOB OFFERS

BEFORE THE OFFER

Research and identify: your minimum salary requirements; salary trends in the market, industry, and geographic region; the organization's pay range; and your worth (the accumulation of your skills, experiences and education).

KNOW YOUR MINIMUM

Prior to accepting a job offer, figure out the minimum salary that you'll need to cover your costs.

Create a budget for a typical month using the expenses listed to the right.

Mint has tools to help you calculate monthly expenses including how much rent you can afford and how to estimate the cost of utilities.

Rent	
Utilities (gas, electric, water, sewer)	
Renter's Insurance	
Transportation (car payment, insurance, gas, parking, public transit pass, toll charges)	
Phone Bill	
Food/Groceries	
Student Loans	
Health Insurance	
Cable	
Internet	
Entertainment	
Shopping	
Gym/Health	
Travel	
Hobbies	
Miscellaneous Expenses	
Savings	

KNOW THE INDUSTRY

You'll want to know about the market and industry of the field that you're pursuing.

Education, non-profit work, small businesses, large corporations, and government each have varying pay ranges for any given role.

Look up the projected growth rate for this role and check the average salary at state and national levels. Use resources like:

- Occupational Outlook Handbook
- My Next Move

KNOW THE ORGANIZATION

Review the organization's annual report and recent news articles.

- Has the organization gone through a tough financial time or had to lay off staff? Or conversely, have they been on a hiring spree or received recent funding?
- If the organization is public, how is it doing in the market?

Is the salary range listed on the job description?

- Websites like Glassdoor and Payscale can be helpful in identifying pay ranges.

KNOW YOUR WORTH

Your worth encompasses the accumulation of your knowledge, skills, and experience.

Consider:

- What skills, values, and relevant experiences do you bring to the role and the organization?
- What credentials do you hold, such as education/degree, licensure, certifications, and expertise?

THE JOB OFFER

RECEIVING THE OFFER

When you receive the offer, you don't need to accept immediately.

Take time to thoroughly review the offer — to determine whether or not it meets your needs, and to decide if there are aspects of the offer that you want to negotiate.*

You can always ask for time to consider. Most hiring managers are happy to give you a few hours to a week for consideration.

WAYS YOU CAN RESPOND

"This is wonderful news! I'd like to spend a couple of days digesting this news and reviewing the written offer in further depth. Thank you, I am incredibly honored."

"Thank you, so much! I'd like to take two days to run this offer by a few people who are close to me before I make a decision."

CAREER ADVISOR **TIP:** **At the time that you're offered a position, ask for a written copy of the offer.**

*Check the CES Negotiation Guide for tips!

WHAT TO CONSIDER IN AN OFFER

ORGANIZATION & CULTURE

Physical Space: Will you have your own office or cubical? What is the ambiance of the building? Does the employer offer a stipend for office furniture or technology if you're working remotely?

Transparency: How well does upper management communicate with the staff?

Collaboration: Would you work on with others or individually?

Professional Development: How does the organization invest in their employees?

BENEFITS *a la perks*

Benefits may include items from health insurance and 401K contributions, to a fully-stocked company kitchen. A more competitive benefits package could outweigh a higher salary.

- Stock options in the organization
- 401K and retirement plans
- Health insurance plans offered, percentage of premium covered, and co-payments
- Vacation, sick leave, or paid time off (PTO)
- Relocation assistance
- Professional development
- Sign-on bonus
- Bus pass
- Gym access
- Kitchen/cafeteria
- Hybrid or remote work
- Tuition waivers
- Bonuses
- Use of company car/ stipend for gas/car payment
- Extended benefits to family members
- Repayment of student loans
- Childcare/eldercare
- Extended maternity or paternity leave

Pay attention to offers that are under market salary, employers that do not pay most of the insurance premium, a long vesting period (the period of time before benefits in a retirement plan or stock option are unconditionally owned by an employee), or employers who don't allow you time to consider the offer. If you notice these red flags, chat with a career advisor to help determine if it's an offer that you might want to decline or negotiate.

THE JOB OFFER

WEIGHING MULTIPLE OFFERS

Evaluate the offers beyond the salary:

- Does one bring you a step closer to your ultimate career goals and vision?
- Which will help you learn more? Where will you… Gain the most experience? Gain the best exposure? Develop new skills? Learn a new area in the field?
- How long is the commute? Consider the cost in time and money.
- What are the differences in the culture of each working environment?
- Which opportunity best aligns with your values?

Note:

If each offer meets your salary expectations, or comes close, you might thoughtfully let each hiring manager know that you're reviewing another offer and see how they respond.

Depending on the organization's wants and needs, it may offer higher pay or additional perks to secure you in that role.

HOW TO TURN DOWN A JOB OFFER

1 START WITH APPRECIATION

"Thank you so much for the offer for your Marketing Assistant position. I appreciate you taking the time to consider me and for answering my questions about the company and role."

2 GIVE A GOOD REASON

"After careful consideration, I've decided to accept a role at another company."

OR

"After much thought, I've decided that now is not the best time to leave my current role."

OR

"While this position seems like a great opportunity, I have decided to pursue another role that will offer me further opportunities to pursue my interests."

3 STAY IN TOUCH

"It's been a pleasure getting to know you, and I hope that we cross paths in the future."

AND/OR

"Again, thank you for your time and support, and I wish you all the best."

CAREER ADVISOR **TIP:**

You may encounter members of this organization elsewhere — at conferences, as subcontractors on a joint project, or during another job search. By declining gracefully, you leave the door open to the possibility of working together in the future.