

# JOB OFFERS AND NEGOTIATIONS



SCHOOL OF  
**PUBLIC HEALTH**  
Office of Career Services

## WHAT TO EXPECT

Following one or more interviews, an employer may offer you a job. Often the job offer is made over the phone or in person. Avoid accepting the position on the spot, unless of course you know all of the details of the offer and do not wish to negotiate anything which is very rare. When an offer is made, it is best to ask for some time to consider the offer and discuss it with the significant others in your life. An acceptable amount of time may be a few days to a couple weeks. Agree to a time frame and adhere. It is important to remember that in most cases you are expected to negotiate so there is no need to feel uncomfortable with the process. Most importantly, be well-researched and professional throughout negotiations.

## RESEARCH

You must do some research before you can negotiate any offer. Determine the cost of living in the job location and average salaries for similar positions to the one you are considering. Without this information you will not be able to craft a well informed counter offer.

## DETERMINE PRIORITIES

Consider priorities beyond salary such as geographical location, work/life balance, growth opportunities, and work culture. Establish parameters for your negotiations. Stay realistic when establishing and have strong justifications for what you are negotiating.

## MAKE THE ASK

Formal negotiations are typically conducted in person or over the phone. In counter offering, consider the following:

- Express your appreciation, excitement, and continued interest in the position....HOWEVER (avoid "but")
- State the reasons for your counter offer (why you are not able to accept the initial offer)
- Propose a solution by stating what you would like. Justify each of your negotiated points (e.g. provide average salary research)
- Once again express your appreciation

## RESEARCH RESOURCES

### COST OF LIVING WEBSITES

- Sperlings Best Places - [bestplaces.net](http://bestplaces.net)
- Home Fair - [homefair.com](http://homefair.com)

### SALARY WEBSITES

- Occupational Outlook Handbook - [bls.gov/ooh](http://bls.gov/ooh)
- Salary - [salary.com](http://salary.com)
- PayScale - [payscale.com](http://payscale.com)
- Glassdoor - [glassdoor.com/Salaries](http://glassdoor.com/Salaries)

## NEGOTIATING TIPS

### NEGOTIATING WITH THE CORRECT PERSON.

This is as simple as asking the person who made you the offer if you should address negotiation correspondence to them or to someone else.

### STICK TO YOUR GOALS AND WALK AWAY POINT.

This is not the time to get greedy or unrealistic. You have done the research and should know what is reasonable. Avoid overstepping.

### MAINTAIN GOOD WORKING RELATIONS.

These will be your colleagues. It is essential that you conduct yourself in the most professional manner possible.

**ACCEPTING JOB OFFERS**

Once you have decided to accept a job offer, formally accept in writing. Your acceptance letter should include all of the specific points that were negotiated and should always include your start date and salary. Below is a sample acceptance letter:

**AFTER ACCEPTING AN OFFER**

Once accepting an offer, withdraw your name from consideration for other positions to which you have applied as a courtesy to those organizations. Once accepting an offer, you honor that commitment and no longer consider other offers. It is unprofessional to accept a position and then back out. Be sure you consider all offers carefully.

**Lucy Johnson**  
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April 24, 2020

Damon Smith  
Director of Human Resources  
Crimson Fitness and Wellness, Inc.  
6745 Steamer Drive, Suite 2400  
Chicago, IL 60111

Dear Mr. Smith,

I am writing to formally accept the Wellness Coach position with Crimson Fitness and Wellness. I am very excited about joining the Crimson team. The Wellness Coach position is exactly what I have been looking for, and I am so grateful for the opportunity you have offered me.

I look forward to starting on May 20, 2019 with an annual salary of \$34,000. I will report to work that morning at 8 AM having already completed the medical examination and drug testing that you requested.

Should you need any additional information prior my start date, please do not hesitate to contact me at johnsonl@gmail.com or (555) 555-5555. Thank you again for not only this amazing opportunity, but also for your time and consideration. I look forward to working with you all.

Sincerely,

*Lucy Johnson*

Lucy Johnson

**DECLINING OFFERS**

Formally decline any job offers you have chosen not to accept. Write a letter formally declining or speak with the person who made the offer either in person or over the phone. Decline within the window of time discussed. When declining, it is essential to be professional, cordial, and appreciative. Always thank the employer for their time and consideration. You do not have to rationalize your decline. However, they may ask why you are turning down the position. Have an answer prepared that is both respectful and professional. You want to keep this employer within your professional network.