

Receiving a job offer is an exciting time and it can also be stressful if you are unsure of next steps.

The following negotiating advice is relevant for full-time jobs in almost all career industries/non-faculty positions. Keep in mind that negotiating varies from industry to industry, organizations, and types of positions. We describe the how, when and what to negotiate when it comes to job offers in this resource sheet. If you have questions and/or would like to discuss your offer in further detail, feel free to [make an appointment](#) with a career advisor in Career Services.

WHEN TO NEGOTIATE

- **Wait until you have an offer in writing** to negotiate and negotiate before you accept the offer; think about your values, priorities, and what you want to negotiate.
- You are not obligated to negotiate; however, most people do.
- Negotiate **only if interested in accepting the offer**; otherwise you waste time for both yourself and the employer.
- Negotiate **after receiving** the offer, but **before accepting** the offer!

HOW TO NEGOTIATE

- **Prepare for the offer** by researching financial costs/cost of living, your values, your priorities, scope and responsibilities of position, contribution of position to the organization.
- **Research the market**: connect with your networks; the [Career Services' website](#); professional associations websites; [Glassdoor](#); [Goinglobal](#) H1-B database; [Indeed](#); [Simplyhired](#); [US Department of Labor Bureau of Labor Statistics](#)
- Calculate cost of living regionally.
- Offers are either given by phone or by email. If by phone, a follow-up email would be sent outlining the terms of the offer.
- Always **make sure the offer has a salary** (without a salary, it's not yet an offer!).
- The written offer should also include the start date and the date to let them know your decision.
- **Don't accept immediately** even if you're excited about the position! Mention you would like to take a few days to think about it and consider it carefully.
- Think about questions you want to ask the employer as part of the offer.
- You can **ask for more time** if the timeframe is not adequate for you to decide. They may or may not grant it.
- **Prioritize what you want to negotiate** and remember to maintain professionalism at all times throughout the process.

- Whenever possible, **negotiate on the phone** rather than email, so that it can be more efficient and they can understand better your requests – your enthusiastic tone of voice will be more apparent when talking in real-time. Be ready to provide a rationale for your requests.
- Be intentional with professional reasons (not personal ones).
- Continue to express your interest and enthusiasm for the position.
- Don't procrastinate until the deadline to negotiate. Make sure you **give plenty of time** for the negotiating process.

WHAT CAN YOU NEGOTIATE BESIDES SALARY?

- Depending on the career field or industry, **you can negotiate for many different elements, including: bonuses, long-term incentive (stocks, equity, options), 401K, job title, relocation costs, start date, travel, remote work, professional support and development such as attendance at conferences, continuing education, laptop, mobile phone, promotion evaluation.** It will be important for you to prioritize.
- What if you have an offer from your 2nd choice position but have interviewed and prefer your 1st choice position?
 - Always be honest, do not invent a job offer if you don't have one!
 - You can contact your 1st choice employer and let them know you have another offer. Ask them if they know when they might have a decision
- If anything has changed from the original offer letter, make sure you get an updated offer letter.
- If you decline the offer, remember to be gracious and professional.

SOME ONLINE RESOURCES



Career Services Website



Make an appointment to discuss negotiation on Handshake



Salary Calculations



US Department of Labor BLS Occupation Outlook Handbook



Career Services negotiation page



Article on negotiation written by a science PhD



Glassdoor



LinkedIn Salary