**Salary Negotiation and Job Offer Evaluation**

It is normal to experience anxiety around questions regarding salary. Following these general guidelines will help this process feel more comfortable and less anxiety provoking.

* Fielding the Salary Question
* What do you do if employers ask you up front for salary expectations?
* AVOID giving a range if possible!
* A good strategy is to deflect the question and say you need to learn more about the position before giving an answer:
* “I would like to know more about the responsibilities of the job before discussing salary.”
* “My salary requirements are open based upon what I learn about the position and overall compensation package.”
* Another strategy to use is to refocus the discussion:
* “I am much more interested in doing (type of work) for (name of company) than I am in the initial offer.”
* “I will consider any reasonable offer.”
* The Ideal Progression
* Employer is FIRST to begin discussion by providing a salary range
* Employers make an offer
* Time for you to make a counter-offer
* Establishing a Range: Do Your Homework
* Consider the following:
* Past salary levels
* Your years of experience
* Your “value added”
* Industry norms
* Geographic location
* Your bottom line/budget
* Use multiple resources to research your range
* Resources for Research
* Bureau of Labor Statistics
	+ [www.bls.gov/](http://www.bls.gov/)
	+ <http://www.bls.gov/oes/current/oessrcma.htm> (by city)
* Salary Wizards
	+ Indeed.com
		- [www.indeed.com](http://www.indeed.com/)
* Payscale.com
	+ [www.payscale.com](http://www.payscale.com/)
* NACE Salary Calculator
	+ <http://www.jobsearchintelligence.com/NACE/jobseekers/salary-calculator.php>
* Salary.com
	+ [www.salary.com](http://www.salary.com/)
* Cost of Living Calculators
* <http://www.payscale.com/cost-of-living-calculator>
* <http://www.bestplaces.net/col/>
* <http://www.relocationessentials.com/aff/www/tools/salary/salaryanalyzer.aspx>
* <http://www.relocationessentials.com/aff/www/tools/salary/col.aspx>
* Naming a Range/Counter-offer
* Begin by emphasizing your interest and appreciation for the position and offer!
* Generally site your research/rationale
* Reference your ideal range
* Generally $3-5000 higher than the average salary for the position
* Aim higher than your target
* Example:
	+ I am very interested in this position and I feel I could make a unique contribution. I appreciate your offer of $$$. I was hopeful that the salary would be between $$ and $$ based upon my experience level and the research I have done. Is there room to negotiate at this stage?
* Don’t be afraid to make a counter-offer. The only possible responses are “Yes” “No” or “Maybe”
* Evaluating Offers
* Take some time to consider the situation before giving an answer. You don’t have to decide right away.
* Consider the entire compensation/benefits package
	+ Checklist at the end of this handout
* What is most important to you?
* Leveraging Offers
* Use offer from one employer to try to speed up another’s process
	+ Share news with non-offering employer
	+ What to say to offering employer
		- Express gratefulness
		- Need to consider
		- Ask about their timeline
		- Request 1-2 weeks
		- Bottom line….HONESTY
* More than one offer: Use more favorable offer to drive up more desirable employer
* Overall, best to be HONEST in the very beginning
* Accepting Offers
* Get offer in writing before accepting them-- Your acceptance should be documented
* Once you accept, **do not** back out—especially if you have signed a contract
* Inform other employers that you have interviewed with of your withdrawal
* Declining Offers
* Adhere to the timeline
* Show your gratitude for the offer, indicate you carefully considered the opportunity, but are declining
* May wish to give basic details of reason
* Best to do it over phone, with follow up letter

**Job Offer Checklist**

Have this job offer checklist ready by the phone for when the offer comes. If you don't, there may be important details you might miss.

But even if you don't have it ready when the offer is made verbally, you can always ask for it to be sent out in writing, then use this checklist to make sure that no detail is missed.

P.S. Take note that this is a comprehensive list--every item does not necessarily apply to you or your specific offer.

|  |  |  |
| --- | --- | --- |
| **Topic Area** | **Their Response** | **Potential Questions** |
| Title |   | (Is it what was expected? If not, why not?) |
| Report To |   | (Is it who was expected? If not, why not?) |
| Start Date |   | Can we make it earlier? Later? |
| Base Salary |   | Payable monthly? Semi-monthly? Bi-weekly? Arrears? |
| Bonus |   | Is there any? Percentage? Tied to what specifically? |
| Commissions |   | Are there any? Percentage? Tied to what specifically? |
| Signing Bonus |   | Do they offer one? How much? Any conditions? |
| Profit Sharing |   | What is the criteria? History of payments past 3-5 years? |
| Stock Options |   | How are they determined? % underwater currently? |
| ESOPs/ESPPs |   | Percentage discount? Mark date? |
| General Benefits |   | What is my contribution amount? Myself? Family? |
| Health |   | PPO? HMO? Deductibles? Co-pays? Exclusions? Max? |
| Dental |   | Deductibles? Co-pays? Orthodontics? Max? |
| Vision Care |   | Exams? Glasses/contacts? Max? |
| Life Insurance |   | Set amount? % of salary? |
| Accidental Death |   | Coverage? Amount? |
| Business Travel Ins. |   | Coverage? Amount? |
| Short-term Disability |   | Period of time? Coverage? |
| Long-term Disability |   | Period of time? Coverage? |
| Vacation |   | Any flexibility in providing more? When does it increase? |
| Holidays |   | How many? Can any be flexed? |
| Sick/Personal Days |   | Covered? How many? Restrictions? |
| 401(k) |   | Company match % and max? Max contribution amount? |
| Pension |   | Provide any type of pension? (most don’t) |
| Tuition |   | Reimbursement rules and %? |
| Training |   | Other training provided? Who approves? |
| Health Clubs |   | Coverage? |
| Dependent Care |   | Coverage? |
| Relocation |   | What expenses are covered? Is there a cap? |
| Comp Time |   | Any work hours/days flexibility? |
| Overtime |   | Is there paid overtime? |
| Performance Review |   | When will my first performance review be? |
| Salary Review |   | When will my first salary review be? |
| Promised Increases |   | What % increases should I expect for the first 2-3 years? |
| Travel |   | % overnight travel expected? |
| Laptop |   | Will you be providing me with a laptop? |
| Cell phone |   | Will you be providing me with a cell phone? |
| PDA |   | Will you be providing me with a PDA? |
| Company car |   | Is a company car provided? If not, is mileage covered? |
| Parking |   | Is parking paid for? |
| General Expenses |   | Are all business-related expenses covered? |
| General |   | Is there anything else I should be aware of? |

Remember, the above checklist covers some items (like company cars, cell phones, etc.) which may not apply to you. But you can use it as the basis to make sure that all the bases are covered. Feel free to meet with a counselor at the Graham Office of Career Management to practice your negotiation conversation.