

Negotiating Your Job Offer

You've aced the interview, and the job offer is in hand, but the salary isn't quite what you were expecting. What do you do? While your instinct may be to focus on the salary presented, it is important to consider the **Total Compensation Package**. Negotiating is an option, but how do you do it with grace and success? Negotiation is about how to best communicate your qualifications, value, benefits, and performance to employers in exchange for status, position, money, and extra perks.

Knowledge Needed to Begin Negotiating

- Skills and talents you bring to the employer
- Your life and work values
- If the organization has a history of negotiating
- How much you need to survive financially

Steps in Negotiating a Job Offer

1. Examine the total compensation package, including the following:
 - a. Benefits (healthcare, disability, retirement, vacation, etc.)
 - b. Training Opportunities
 - c. Education Advancement
 - d. Professional Advancement
 - e. Other perks (Car, cell phone, laptop, pager, etc.)
2. Perform salary research to determine the going rate for the position using:
 - a. www.nacweb.org/salary_calculator
 - b. www.salary.com
 - c. www.datamasters.com
 - d. www.collegegrad.com/salaries
 - e. www.jobweb.com
3. Have a salary range in mind instead of one figure
 - a. If you feel like you **absolutely must** divulge a range, say something like... "At present, my salary requirements are negotiable within the range of (researched range)"
4. Once you know an employer's range or receive an offer, be ready to communicate why you think you deserve more money
 - a. Effectively communicate your skills and experience
5. Understand what is negotiable and what is important to YOU:

Typical: Salary, Vacation, Education and training, Mentors, Expenses (e.g., commuting costs), Equipment (e.g., laptop, BlackBerry, mobile phone)

Possibilities: Non-standard vacation needs, Who your boss is, Type of computer and telephony equipment (e.g., big screen), Office space, work location, Flexibility (e.g., working from home, work hours), Cost of living adjustments, Relocation expenses

Generally Non-Negotiable: 401 K (including when eligibility starts), Pension (including when eligibility starts), Bonus, Vacation increases based on years of service, Medical coverage (including eye and dental), Overtime compensation (or not!)
6. Aim for the top of your range, but be prepared to accept less. Most employers will meet you in the middle, or slightly below the middle

Accepting a Job Offer

Make sure you...

- Clarify specific duties and responsibilities
- Have supervisor communicate performance expectations during the year
- Evaluate the full compensation package that is offered
- Ask about how your performance will be reviewed, evaluated, and compensated
- Accept the offer verbally
- Have offer presented to you in writing within the next 2-3 days and proofread the offer
 - “My understanding of the offer was... But it says here...”
- When you accept a job offer, it is important to inform the CSC of your decision, because it affects your participation in the Campus Interview Program and the Resume Books. Consequently, you should keep the following principles in mind:
 - **Accept an offer for full-time position or internship in good faith, with the full intention of honoring your commitment. Please understand that reneging on your acceptance of a job offer is discourteous to**
 - Notify the CSC of your job offer by completing a [Confidential Job Offer Form](#)
 - Refer **employers, reflects poorly on you as a professional and hinders the University of Delaware from building strong employer relationships**
 - Cancel other interviews and notify professionals at other organizations where you hold outstanding offers
 - Remove your resume from the Resume Books in Blue Hen Careers
 - Refer to the NACE article: ["Playing Fair...Your Rights and Responsibilities as a Job Seeker"](#)
 - If an employer offers travel reimbursement, whether or not a job is accepted, claim only fair and reasonable reimbursement from employers for travel expenses actually incurred
- Keep in mind that the same University policies regarding on-campus job offers through the Campus Interview Program apply to “on-the-spot” job offers made by employers at recruiting events off-campus
- Follow up your acceptance of the offer with a thank you letter confirming job title, annual salary, and start date

Things to Remember	Mistakes in Negotiation
<ul style="list-style-type: none"> • Do NOT enter into negotiations until you are extended an offer • Let the employer bring up \$\$\$ • Do not immediately accept an offer • Communicate other offers • Manage your emotions • Negotiations are not confrontational • Thank the employer for his/her response • Negotiations can be a waiting game – No one has told you NO! • Follow-up: “I understand things can get busy. If I have not heard from you, when should I contact you?” • Understand that a company may not be able to meet your request 	<ul style="list-style-type: none"> • Not knowing worth of yourself or the position • Not conducting basic salary research • Lying about past salary history or alternative salary offer • Failing to be realistic - can be perceived as being “greedy” • Using email or telephone to negotiate salary • Not getting the offer in writing • Being too quick to accept employer’s first or second offer • Playing “hard to get” when you have little or nothing to leverage

(Sources: Denham, T. (2010). *Evaluating job offers & negotiating salary*. Retrieved February 23, 2010 from <http://www.jobweb.com/studentarticles.aspx?id=322>; Mahan, D. (2009, fall semester). Negotiating. Class lecture. Temple University; http://www.naceweb.org/playing_fair/?referral=knowledgecenter&menuID=254&nodetype=)