



CAS Career Services

Job Offers and Salary Negotiations

Preparation checklist

- Plan your negotiation tactics by reviewing all current bills and anticipated expenses to determine the minimum requirements for meeting your needs
- Clarify your value in the current employment market and with the specific employer
 - [HireOSUGrads](#)
 - [Bureau of Labor Statistics – Occupational Employment Statistics](#)
 - [National Association of Colleges and Employers – Compensation Salary](#)
 - [Glassdoor](#)
 - [Payscale](#)
- Investigate how the prospective employer compares to competitors
- Consider cost of living differences if relocating would be required
 - [Bankrate](#)
 - [BestPlaces](#)
 - [Moving](#)
 - [NerdWallet](#)
 - [Numbeo](#)
- Determine a realistic salary range (usually \$2K-\$5K) that would be a fair offer

The negotiation process

- The employer offers you the job and gives you a salary figure
- Some employers may ask for your salary expectations before giving you a number
 - You can respond with the following questions:
 - What has the organization budgeted for a position of this nature?
 - What range did you have in mind for someone with my qualifications?
- Even if you believe the offer is fair, you still have room to negotiate:
 - Let the employer know that you are very close to an agreement on the offer
 - Disclose a specific number that is slightly above the employer's offer
- If you believe the offer is not fair, then you want to negotiate before accepting the offer:
 - Let the employer know that you are very interested in the job
 - Speak with appreciation and humility and ask, "When do you need a decision?"
 - Research options to include in your counteroffer and contact them when you are ready
 - Emphasize your skills, experience, and qualifications for the position to justify the offer

Benefits as a part of overall compensation

In evaluating the value of the overall compensation package, the value of benefits should not be overlooked. The following list mentions benefits common to salary offers. Keep in mind that you may be able to attain some of the one-time benefits by negotiating them into a salary offer that you initially judged as inequitable.

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| <ul style="list-style-type: none">- Signing and/or year-end bonuses- Guaranteed promotions and raises within an established time<ul style="list-style-type: none">- Relocation assistance- 401K and other investment matching programs- "Cafeteria" insurance plans (you select the insurance benefits you want)- Profit sharing- Stock options- Pension plans- Company car or car allowance- Car insurance (or insurance allowance)- Car maintenance and gas (or an allowance for each)- Compensation time for unpaid overtime- Country club or health club membership | <ul style="list-style-type: none">- Medical, dental and/or vision insurance (note deductibles and amount of premium employer pays)<ul style="list-style-type: none">- Job discontinuation policy- Expense account- Financial planning and tax assistance- Life insurance- Short-term or long-term disability plans- Paid sick leave- Paid vacation- Tuition assistance- Professional development programs- Child care- Work scheduling flexibility- Home-based work opportunities |
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Making the final decision

When an employer extends a final offer of a compensation package, you should never accept the offer immediately. The appropriate action is to express your excitement at the prospect of becoming a part of the company and to ask for a few days to give the offer your final considerations. During that few days, seek the opinions of mentors and advisors, and then compare that advice with your own instincts and observations. The traditional list of pros and cons can be a valuable tool during your final evaluation.

Upon making your final decision, you should contact the organization and verbally accept or reject the position. If you accept the position, a letter of formal acceptance detailing the specific position, salary, and benefits you are accepting should be promptly forwarded to the company. If you decide to reject the offer, sending a letter of appreciation may maintain the lines of communication with the organization in case you wish to pursue future opportunities with the organization.

Items to consider and/or negotiate

Rank the following statements in order by what is most important to you for 1 equaling the most important option and the highest number equaling the least important option.

COMPENSATION

- Base Salary
- Bonus
- Incentive Bonus
- Money in lieu of benefits
- Overtime pay
- Hourly wages

BENEFITS

- Health Insurance
- Medical
- Dental
- Vision
- Life
- Long-Term Disability
- Retirement
- Personal Days
- Vacation
- Holidays
- Sick Days

FINANCIAL PROGRAMS

- Stock Options
- Company Paid Pension
- Immediate Vesting of Pension
- Matching Investment/Profit Sharing
- Long-Term Disability Thrift Plan

EDUCATIONAL PROGRAMS

- Tuition Reimbursement
- Leadership/Management Development
- Education/Training Expenses
- Professional Association Membership
- Professional Publications Subscriptions

PERKS

- Expense Account
- Company Car
- Commuting Allowance
- Parking Reimbursement
- Free Lunches

RELOCATION COSTS

- House Hunting Trips
- Apartment/House Location Assistance
- Moving Costs (Direct or Percentage)
- Travel Costs
- Temporary Housing
- Getting Settled Expenses
- Higher Cost of Living Subsidy
- Unusual Expenses (ex: Moving a boat, horse or overseas relocation)
- Realty Fees, Legal, Closing Costs
- Higher Mortgage Cost Allowance
- Bridge Loan
- Low-interest Loan

EMPLOYEE SERVICES

- Employee Assistance Program
- Health Services
- Legal, Tax, Financial Assistance
- Student Loan Forgiveness
- Discount on Purchases
- Computer Equipment

STATUS & LIFE STYLE PERKS

- Club Memberships
- Country Club
- Health Club
- Airline VIP
- Frequent Flyer
- Use of Company Apartment
- Premium Hotel Accommodations
- Executive Dining Room
- Spouse's Travel Expenses
- Tickets to Special Events (e.g., sports)
- Sabbatical Leave
- Military Leave
- New Parent Leave (paid)
- Office Space
- Reserved Parking

Comparing job offers

Use the table below to record the details about each job offer in columns A, B and C. In the last column marked "My Preference," write the letter of the job offer you find most appealing for each criteria. At the bottom of the page total the number of times you choose each offer in the "My Preference" column to find the offer that you found the most appealing by criteria.

| Job Criteria | Offer A | Offer B | Offer C | My Preference |
|---------------------------|----------------|----------------|----------------|----------------------|
| Salary offered | | | | |
| Location City/State | | | | |
| Position title | | | | |
| Weekly hours | | | | |
| Size of company | | | | |
| Size of office | | | | |
| Promotion availability | | | | |
| Authority within position | | | | |
| Commuting distance | | | | |
| Benefits | | | | |
| Perks | | | | |
| Travel requirements | | | | |
| Type of work | | | | |
| Management style | | | | |
| Distance to family/home | | | | |
| Bonuses/ Stock options | | | | |
| First impression | | | | |
| Work environment | | | | |
| Corporate culture | | | | |