

JOB OFFERS & SALARY NEGOTIATIONS

EVALUATING JOB OFFERS

Nothing is ever final; unfortunately job offers can be rescinded without cause, although it is fairly uncommon. Never assume you are getting a certain salary or benefits without getting it in writing!

YOUR CHECKLIST:

- What are the benefits? Will you have a 401k?
- Is there an hour commute one-way?
- Cost of living?
- Do you like your potential supervisor, peers?
- Vacation time?
- Is the company culture appealing?
- Will you have to relocate?

If you are to follow-up verbally with an individual, always include an acceptance or decline of the offer in writing as well. Once you have accepted an offer in writing, make sure to cancel any pending interviews, and let other employers know that you are no longer available.

Whether you are accepting or declining your correspondence should always be appreciative, timely and professional. In an acceptance, reconfirm your start date, salary and any other details previously discussed.

Acceptance Letter

Dear Mr. Harrington:

I enthusiastically accept your offer to join ABC Organization in the Development department at a starting salary of \$XX,000 per year. Thank you for your time and assistance with my questions about the benefit and insurance package; the information you provided will make my transition much smoother. As we discussed, I will report to the Human Resources office on June 25. I am eager to contribute to the Development team and ABC.

Sincerely,
Annie Studentino

Letter Declining Offer

Dear Ms. Livingston:

Thank you for your offer for the position of research assistant with Smith-Kirkland Laboratories. After much consideration, I have decided to accept a similar position with another company closer to my family. I believe this position will better fit my research interests and my future goals in that region. I want to thank you again for your time and consideration during the interview process. I appreciate your interest in me, and I enjoyed learning more about your organization.

Sincerely,
Annie Studentino

NEGOTIATE OFFERS

Determine what you are willing to accept for compensation, taking into consideration all factors. Develop your approach and do your research on your "market value" before you enter the interview stage.

 *Know your worth! Use the NACE Salary Calculator for reliable salary data.*

Be Firm, Yet Tactful

Not all industries have the latitude for wide salary negotiations. If asked during an interview about salary requirements, try to avoid specifics early in the process. **"I would be more comfortable answering that question after all the aspects of the position have been covered."** **"Can we revisit this after I have a better idea of what the scope of the position entails?"** If pressed on the issue, **"What salary range do you have in mind?"**

ON THE SPOT OFFERS – YES, IT HAPPENS!

Don't be caught off guard, depending on the company's hiring strategy, you could be offered a position immediately following the interview.

Accept Immediately

If the salary meets your needs, do a mental happy dance and accept! Make sure to get everything in writing and say, **"Thank you so much for this exciting opportunity. I look forward to joining the team!"**

Weigh Your Options

If you need some time to consider the offer, or are waiting to hear back from additional interviews, it is perfectly acceptable to ask for a reasonable amount of time to make your decision. First be thankful and gracious, **"Thank you for your confidence in me, but I would like to take a few days to consider your offer. Can I get back to you on <date>?"**

 *If you have an offer and an upcoming interview you may ask for up to 72 hours to review and consider the offer, but employers may request a 1-2 day turnaround for your decision.*

Just Say No!

Ok, so maybe they loved you but the feeling isn't mutual or the job isn't what you thought. Whatever your reason, if you know it isn't right, walk away. Remember to be gracious and positive, as this might be a future opportunity. **"Thank you for the opportunity to interview and learn more about your company/institution. I don't feel that this is the right place for me at this time."**