

# Negotiating a job offer



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# Have you ever negotiated a job offer?

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Employers who want to hire you, expect that you might want to negotiate the terms of your employment before you accept the job.



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# From the employer's perspective

- They expect you to negotiate
- They want to hire someone and they want the person they hire to be happy.
- There are many other things you may want to negotiate besides salary. Think of:
  - Special equipment/Accommodation
  - Relocation assistance
  - Training/Continuing education
  - Work/Shift hours
  - Vacation time
  - Benefits



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# Do your research

If you haven't done so already, check out for your occupation and region :

- Standard salaries
- Benefits
- Working conditions



- Check wages and salaries in Winnipeg by occupation and industry group. Sites like Salary.com, Payscale, Glassdoor.com, indeed.com/salaries, are ok to start with but are not 100% accurate.
- Conduct informational interviews with people who work in the same or a similar occupation
- Check out the term and conditions in ads for similar positions posted on job search websites

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# The Value of Your Skills is Determined by:

The basic principle of supply and demand means that when there is a greater supply, it will drive prices down.

Consider these questions:

- How many other people can do what you do?
- Are they also looking for work?
- How many openings for this kind of job you see listed online?



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# Get This Information Early

You need to know this information before you apply for the job!

- You will be asked to complete online applications that ask for your salary requirements.
- You will be asked for your salary expectations during screen interviews.
- Be careful not to go too high neither too low. Do your research and find the average for the job you are applying. Go for the 75% of the upper limit.
- Keep in mind that the employers also do research on the salaries.



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# What is your salary expectation?

When answering this question in the interview, you can use the following options:

1. *I am so incredible excited for this role and being a part of your company. I am looking forward for a mutual fit. In order to give you a number, would you be willing to share the salary range for this role?*

If they don't respond, it is because sometimes they don't have an answer/range in advance. Many times they decide the number after they see what your skills and experience are.

2. *I am flexible to negotiate, before I share the range, I want to emphasize that I am very excited about this opportunity, it looks like a perfect fit. I am open to discuss the salary further, and I hope it doesn't impact your decision. I am considering opportunities in the range of \$XYZ.*

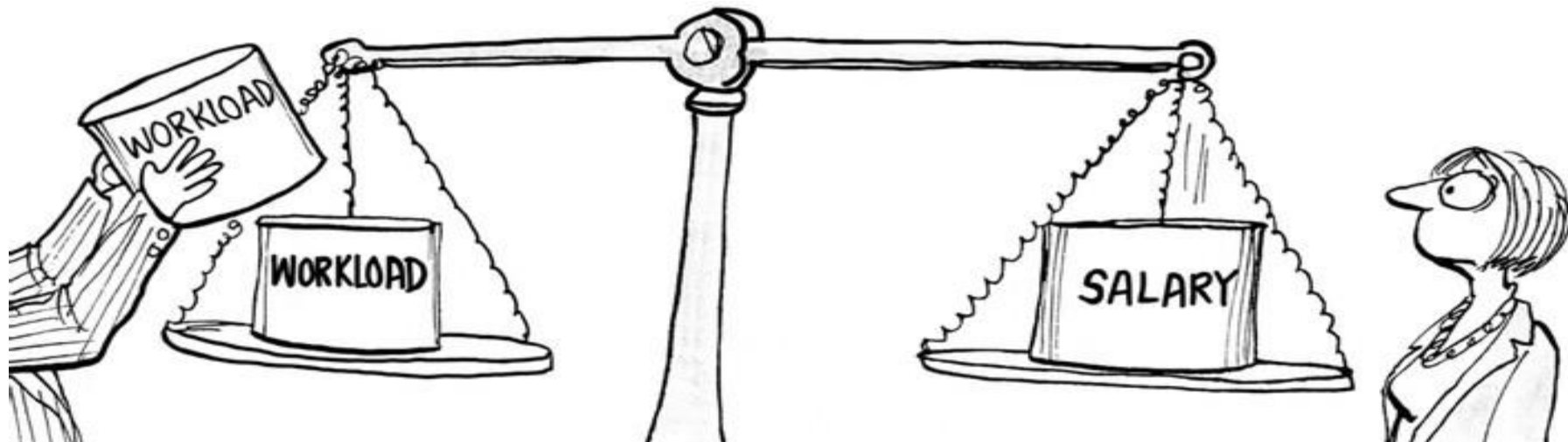
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# What if the salary they offer is lower than you expected?

After they make an offer you can start your negotiation with the following:

*According to my research, the average salary for this position is \$XYZ and the offering is slightly lower than that. Is there a possibility we can make up the gap?*



# What if they are not willing to negotiate the salary?

- If the opportunity has low salary and they tell you that it is not negotiable, think of the other advantages of the job to decide if the position is still a good option for you.
- Be careful when accepting an offer that pays less than you are worth because it will affect your performance and commitment with your job.
- If you still want to accept the position, ask for the possibility of a salary review after the probation period or after the first year.

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# Terms of employment

You and your employer will discuss your responsibilities and benefits when a job offer is presented. These are the terms of employment. They can include:



- The employer's expectations, such as hours of work, shift work, overtime, dress code, travel, and the use of your own vehicle
- Salary and benefits, such as vacation, health and dental coverage, and pension
- Other perks, such as employee wellness programs, vehicle allowance, and parking

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# Once you understand what a job offer involves, these steps will help you negotiate successfully:

## ***1. Get the offer in writing***

Ask the employer to give you a copy of the offer of employment.

If that's not possible, take detailed notes of the verbal offer and confirm with the employer that you have the information clear.

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# What Information Is in a Job Offer Letter?

Dear Zara,

Our company is pleased to offer you the position of Assistant Director of Marketing.

If you choose to accept, you will be taking the lead on some of our major accounts and providing guidance to the rest of the team. You'll also report to our director Noah Mitchell. Your starting date will be May 1, 20XX.

The starting salary is \$75,000 per year, paid on a weekly basis. Plus, our company offers full medical coverage and flexible paid time off.

To accept this offer, please sign the attached document and return it to us. We will then be in touch with further details.

Sincerely,  
Lee

**Job Title**

**Reporting Structure**

**Salary**

**Acknowledgement of Offer**

**Job Description**

**Starting Date**

**Benefits Information and Eligibility**



## ***2. Clarify unfamiliar or vague terms***

Make sure you understand everything in the offer. If you don't, ask the employer to explain.

For example, it's not enough to be hired "for the summer season." Your offer should list your start and end dates.



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### ***3. Designate a response date***

Most employers expect you to think about the offer before you accept it or turn it down.

Let the employer know that you are interested in the job, and that you'll have an answer within a specific period, 24 or 48 hours is the common.



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## ***4. Compare the offer to industry standards***

These are the salaries, benefits, working conditions and prospects you researched.

Are they in line with what other companies offer for similar positions?



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## ***5. Look at the offer from the employer's point of view***

- Several factors have guided the employer to make this particular offer. For example, if during the interview the employer learns that you will need additional training to perform some parts of the job, they might offer a lower salary.
- Understanding the employer's position will help you decide how to respond. Ask yourself:
  - How strong are your qualifications?
  - How quickly does the employer want to fill this position?

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## 6. Other considerations:

Talk the offer over with a mentor or professional advisor. Some factors might affect how you feel about the salary, benefits, and other terms of employment. Ask yourself:

- Will the job bring you closer to your career goals?
- Will you like the work?
- Will you feel comfortable in this work environment?
- How do you feel about your potential supervisor (if you've met)?
- Are the terms of this job better than your current one?
- If you haven't been working, how long have you been looking for a job?



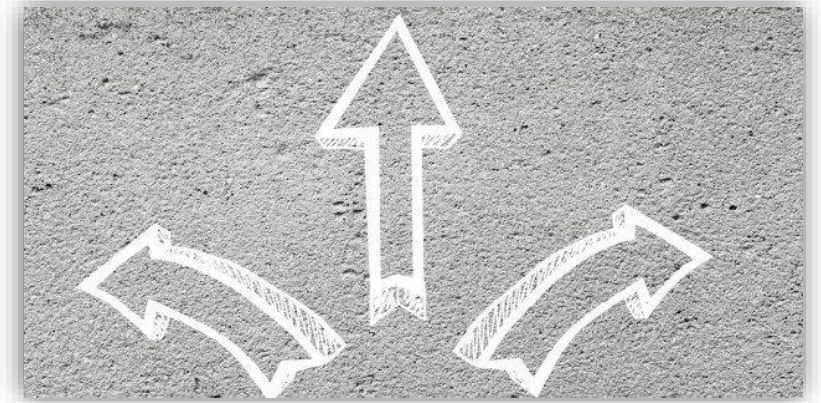
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## ***7. Decide how to respond***

You have 3 options when responding to a job offer:

- Accept it
- Negotiate it to improve some terms of the offer
- Turn the offer down



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# Accepting the offer

If you're happy with the offer, you may decide to accept it as is.

If you decide to accept the offer, let the employer know that you're looking forward to getting started.



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# Negotiate to improve some terms of the offer

Decide what you want, what you'll accept, and what you won't accept:

- Starting salary
- Benefits such as health and dental insurance coverage
- More frequent salary increases
- Vacation time
- Different start and end times
- Parking

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# Prepare the terms of your negotiation

Tell the employer you're interested in the job, but you would like to discuss some terms before reaching a decision. Write out the terms of your counteroffer and practice what you'll say to the employer. For example:

*"I'm excited about the prospect of working for you. I believe I have the skills and experience to bring about the results you're looking for. What if we look at the possibility of doing some of that work from home?"*

- Ask for what you want but don't forget to mention that you are open to negotiation
- If there's no flexibility, you'll have to decide if the offer is acceptable as it is
- Always be polite, positive, and professional

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# Turning the offer down

Inform the employer and express your appreciation for the offer.

Follow up with a letter thanking the employer. You never know when your career paths will cross again and gestures like this help to keep your options open.

No thanks

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# And finally ...

If you accept the job offer, make sure you:

- Contact your network and thank them for their help.
- Withdraw any other applications.
- Send your current employer a letter of resignation giving the appropriate notice.
- Celebrate!



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