

The Job Offer

(yes, you will get one)

Evaluation and Negotiation

Two Parts to Every Process

- **1. Evaluation**

- **A. Self evaluation**

- Min level of compensation to meet your financial commitments
 - Essential Benefits
 - (hint, health, retirement etc)
 - What else is important to you??? (and family)
 - Commute benefits?
 - Vacation?
 - Etc.
 - Keep in mind –bare minimum vs. ideal vs. mid range.

Two Parts to Every Process

- **Evaluation continued**

B. Job offer Evaluation, how does it measure up for you?

- Compensation
- Benefits
- Insurance
- Vacation/sick/flex time/holidays
- Retirement
- Moving expenses
- Family leave

Two Parts to Every Process

- **Evaluation** (Cont.)
 - Other things to consider?
 - Evaluation structure
 - Signing bonus
 - Mobility – is there room and possibilities
 - Work environment (office, computer etc.)
 - Professional development opportunities
 - Partner benefits
 - Strength of health of company

Part 2 - Negotiation

“one or more meetings at which attempts are made to reach agreement through discussion and compromise”

Reminders and Assumptions

- Done in good faith
 - You are interested in working for them
 - They are interested in having you work for them
- There is an art to the process
- Time is used by everyone as an opportunity to think, clarify and consider
- A positive outcome is a shared goal
 - (defined by???)

Before you Start...attitude check



Nuts and Bolts

- When:
 - Do not - if possible – talk about compensation etc. during the interview. Wait until you have an offer in-hand to bring up the subject
 - If you are asked during an interview – try to avoid the topic (that's a great topic, I would love to wait until we are further along in the process to discuss)

Negotiation

- How
 - “pick your battles” make sure that the priority list you have for your own needs is clear
 - Assure the employer that you are negotiating in good faith
 - Reiterate your value to the organization
 - If your intention is to accept – eventually, let them know that. Let them know that in concept you are very pleased, and that you look forward to working out the compensation details.

Salary

*From About.Com:

- **Don't Look at How Much Money Your Friends in Other Fields Are Making:** You may be envious of your friends who are earning more money than you are. If they aren't working in the same field you shouldn't make those comparisons.
- **Do Research Salaries in Your Field:** Look at recent salary surveys or comparison sites, talk to others working in your field, and contact your trade or professional association to find out what other people are paid for doing the same work. Remember that salaries differ by geographic region. KNOW THE REGION
- **Do Consider How Much Experience You Have:** Those with more experience can hope to earn more money. Remember to talk about the amount of experience you have if it will help you negotiate a higher salary. If you don't have a lot of experience, be realistic about the salary for which you can ask.

Salary cont.

- **Don't Talk About How Much Money You Need:** When you are going through salary negotiations, don't tell your boss (or future boss) that you need to make more money because your bills are high, your house was expensive, or your child is starting college.
- **Do Talk About The Salary You Deserve:** When presenting your case during a salary negotiation, talk about how you will earn the salary you are requesting. Highlight what you have done, or will do, for the company. Also discuss the salaries in your field (based on your research).
- **Do Be Flexible:** When going through a salary negotiation you aren't likely to get the exact amount of money you want. You will probably have to compromise. The trick is to figure out how much you are willing to compromise and what you will do if your boss doesn't offer you a salary you find acceptable.

Compare and calculate

(list borrowed from about.com)

- [Salary.com](#)
Salary reports covering virtually every occupation, as well as information on salary, benefits, negotiation, and human resources issues.
- [PayScale.com Salary Calculator](#)
Evaluate a job offer or compare your salary with equivalent positions.
- [PayScale.com Cost of Living Calculator](#)
Use PayScale's Cost of Living Calculator to determine how much your current salary is worth in a new city and to compare the cost of living between two different cities.
- [PayScale.com Median Salary Chart](#)
Use PayScale's Salary Chart to review the median salary for a variety of jobs.
- [Paycheck Calculators](#)
When you start a job, the amount you will take home in your paycheck depends on deductions for federal, state, and local taxes. There are paycheck calculators to help you determine how much your paycheck will be after deductions.
- [Salary.com Benefits Calculator](#)
Use this tool to calculate your total compensation package (base plus bonuses plus benefits).
- [Indeed Salary Search](#)
Search salaries from millions of job postings.
- [International Salary Calculator](#)
Select a country or city, then a job title, to get a salary range and average salary.
- [Paycheck Calculators](#)
Free tax calculators and other tax tools are available to analyze your paycheck. The About.com Guide to Taxes has information on the top tax and paycheck calculators
- Check out one of my favorites – www.glassdoor.com