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Job Offer Evaluation and Negotiation Skills

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So you got the job offer... now what?

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Goals for this workshop

- Discuss why you should always negotiate
- Discuss what components of a job offer should be evaluated and can be negotiated
- Discuss negotiation strategies, tips, and techniques

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What is negotiation?

- A daily process of deciding what resources 2 or more parties will **give and take** in an exchange
- Involves the value received from the entire package of resources
- Involves tradeoffs
- Goal: to satisfy your preferences

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Academic vs. nonacademic negotiations

- Same
 - Reasons to negotiate
 - Negotiation techniques and strategies
- Differences
 - What can be negotiated

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Nagging Thoughts that Impede Negotiation

But shouldn't I just be happy to have a job???

Can they take the job away from me?

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Why should you negotiate?

- 100% of employers: acceptable to negotiate offers
- A large % of employers: offered less b/c they expected to negotiate
- 90% of employers: want their applicant to accept and be satisfied/happy

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Why else should you negotiate?

- Your salary sends a powerful signal that will follow you throughout your career
- This is the only time when you will truly have leverage
- The wage discrepancy between men and women
- They have already invested in you
- The worst they can say is no!

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More food for thought

- Men who negotiate receive 4.3% better salaries on average*
- Women receive 2.7% better salaries on average
- Throughout a career, this can equal:
 - \$1.7 million more for men
 - \$1 million more for women

*Get Paid What You're Worth, Pinkley and Northcraft

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I Why do most applicants not negotiate?

- Only about 25% of job applicants actually negotiate
- Fear
 - of employer's perception
 - 80% of recruiters said an applicant who negotiates professionally makes a better impression than one who doesn't
 - of losing the job offer
 - Offers are not revoked b/c of negotiation
 - Only revoked if unprofessional, lie, etc.

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I Why do most applicants not negotiate?

- of conflict
 - Both sides can win if you negotiate well
- of the employer's power
 - If you receive an offer, they want you
 - Most employers believe that the applicants have the power
- of emotion
 - It's about the issues, not about the people
- Fear of negotiating poorly

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STEPS BEFORE THE NEGOTIATION

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1. The Interview

- **Do not** discuss salary or other employment terms in an interview.
- Wait until they have made the commitment to hire you.
- Why?
 - You are not in a position of leverage

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If they ask for your salary requirements...

- "I realize that salary is an important issue, and I hope to discuss it with you in the near future. But I'd prefer to first focus our discussion on other issues such as my skills, experience, and education."
- "My requirements are negotiable."
- "I expect to be compensated at a rate that is commensurate with my education and experience."
- "What would you hope to pay someone in this position?"
- If all else fails, give a very wide range!
[\$60K-\$75K]

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2. The Offer

- Offers are often extended by phone
- **Do NOT accept their offer on the spot!**
- Ask to receive the offer in writing
 - This will buy you more time to consider the offer
- Ask how much time you have to make a decision
 - 2 weeks is pretty standard, sometimes much longer
 - Request more time if necessary

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I 3. Decide if you want the job—and under what conditions

- Come down from your adrenaline rush
- Would you be willing to accept an offer with this organization?
- Is this a good fit for you?
- Decide which issues are most important to you and why
 - Consider entire package: salary, benefits, start-up offer, bonuses, location, etc.

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I 4. Contact other potential employers

- Inform other organizations that you received an offer
 - Don't provide too many details
- Try to find out their timelines
- If necessary, negotiate for even more time with first organization
 - In academia, later in semester = less time

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I Don't Negotiate If You Don't Really Want It

- Never begin negotiation unless you are willing to commit to the position

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SO YOU'VE DECIDED YOU WANT THE JOB?

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I **Negotiation steps**

1. Research & prepare
2. Negotiate
3. Finalize details

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I **1. Research & Prepare**

- Gather information
- Assess your leverage
- Determine issues
- Set goals & expectations

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Gather information

- Preparation is the most important element of negotiation
- "The side with the most information wins."
- Learn about:
 - Salary
 - Benefits
 - Need of the employer
 - Concerns of the employer

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Assess your leverage

Don't assume that the employer has all the leverage. Consider:

- Time
- Competition
- Need/necessity
- Desire

You may increase your leverage with more information

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Determine issues

- Salary
- Location
- Benefits
- Start-up package
- Partner employment

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SALARY!

- Is it a 9 mo. or 12 mo. appointment?
- Know your worth!
 - Online resources
 - State salaries are public record - so check!
 - UI salaries: in "grey book" at Circulation Desk of main library

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Cost of Living

- What will the salary buy you?
- Online salary calculators

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Other common issues to research and evaluate

- Other hidden costs
 - Taxes, commuting, parking, etc.
- Relocation assistance
 - Moving expenses – how much will it cost you to move?
 - Trips to look for housing
 - Assistance looking for housing
- Start date
 - Especially if you are ABD

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I Common issues to research and evaluate

- Benefits plan*
 - Medical, dental, vision, life?
 - Premiums?
 - Will it cover dependents?
- Retirement plan
 - Pension or 401K—or both?
 - Employer contributions?
 - How long until you can receive these benefits?
- Vacation days

* Often not negotiable because standard plans exist, but worth knowing for comparison purposes & clear understanding of monthly outlays, etc.

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I Other issues to research and evaluate

- Additional perks
 - Childcare
 - Flex time, schedule, and work from home
 - # of Preps/teaching days/courses
 - Health club memberships
 - Parking
- Career Advancement
 - Evaluations and performance measurement
 - Training programs and conference travel
 - Tuition reimbursement
 - Career trajectory

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I Other issues to research and evaluate: academic

- Workload (# courses/preps/days)
- TA/RA support
- Summer support
- Pre-tenure semester leave, reduced loads
- Advising and committee expectations
- Domestic partner assistance/hiring
 - Especially if in a remote location or if you are a highly desirable candidate.
 - www.provost.uiuc.edu/provost/Communications/comm4/comm4.htm

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I Other issues to research and evaluate: academic

- Faculty Handbook
- Tenure path
 - Requirements and process & balance of R, T, & S
 - Years and when they start ("tenure clock")
 - Family-leave policies while trying to achieve tenure
- Start-up packages
 - Office and laboratory space
 - Research and travel budget
 - Computers/software/other supplies
 - RA Support

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I Set goals & expectations

- What do you want?
- What things don't you care about?
- What do you need to accept the job?
- Have data to back up what you are asking for, e.g.:
 - Cost of moving
 - Start-up costs
 - Impact on productivity
 - Value of your Illinois degree
 - Have all aspects that you want to negotiate ready

Try to find things that you don't care as much about that the employer does care about.

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I 2. Negotiation

- Arrange a quiet time to talk with the decision maker
- Always negotiation by telephone or in person
- Know what you want before you negotiation
- Be professional and grateful

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I 3. Finalize details

- Thank them
- Get your offer in writing
- Accept the offer in writing

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I Tips for negotiation: attitude

- Be grateful
- Start the conversation with thanking them for the offer & showing enthusiasm
- Establish rapport
- Always be professional
- Be positive
- Never lie or misrepresent
- Never threaten
- Don't act desperate

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I Tips for negotiation: tactics

- See things from the employer's perspective
 - The search process is expensive & time-consuming
 - Spending an additional \$XXX now may be much better than having a failed search
 - They want you to be successful
- Know your leverage
- Ask questions & listen
- Don't divulge too much information!

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I Tips for negotiation: tactics

- Demonstrate that what you want is in concert with the institution's goals
 - Ex: start-up package will aid your research success
- The negotiation is about the position, not about you

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I Negotiation tactic: "expand the pie"

- Consider the whole package
 - The more issues to negotiate, the more value everyone can receive
- Avoid fixating on one item
 - They may be able to do something in one area but not in another
 - A one-time charge costs the organization less
- Find issues that are important to them but not to you (like closing the deal)

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I Example:

"If we could agree on \$70,000 I would sign and return my offer letter today and forego all my other interviews and offers."

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I Negotiation tactic: justify or “claim value.”

- Tell them what you want
- Justify all requests
 - Use your work quality/productivity as the basis for your requests
 - Provide data to back up your request
 - DO NOT negotiate based upon cost of living, lifestyle, personal needs, student loans

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I Example

“I have researched starting salaries for PhDs in my field, and your offer is in the low range. I would like ____, which I believe is more appropriate given my. . . . [skills, education, and experience].”

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I Tips for negotiation: tactics

- Ask for more than you expect to get, but that is reasonable
- What are you willing to concede?
 - What things are not important to you?
- Silence
 - Sometimes a silence is the best way to negotiate!
 - It’s okay to keep some things to yourself
 - Remain honest.

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I Tips for negotiation: tactics

- Never seem greedy
- Know how will you respond to “no”
- Make requests in an informational way (not in a controlling manner)
 - “Can you tell me how salaries are determined?”
 - “How was my place in it decided?”

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I Negotiation script

- Say “thank you” for the offer
- Express your enthusiasm/excitement
- Make a personal connection (be friendly. Build upon existing connection, if possible)
- Gather any information you may still lack and **learn what is important to the employer**

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I Starting the conversation

“I still have a few questions about the position.”

“I would like to take the opportunity to talk about the terms of this offer. . . .”

“I’d like to propose a counteroffer”

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Carefully Select Your Words

- Convey a sense of excitement about the opportunity.

"Surprised by the offer" v. "Disappointed"

"Excited about the opportunity" v. "Excited about the offer"

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The employer's response

- May have to wait while they discuss your requests
- You may want to negotiate again
- "I will say yes if you can do ____"
- Be prepared for "no"

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3. Finalize details

- Weigh the entire package
- Know your alternatives if you say no
- Be certain if you say yes
- Get terms in writing
- Accept in writing

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Resources

- Online resources
- Faculty and friends in your field of study
- *Get Paid What You're Worth*, Pinkley and Northcraft
- *Women Don't Ask* (Babcock & Laschever)

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Questions??

Please complete an
evaluation.
