

Offer & Salary Negotiation

Negotiating a job offer can feel intimidating, especially if it's your first time. But with preparation, you'll feel more confident and show employers that you're professional and thoughtful. Remember: negotiation isn't about "winning", it's about finding an agreement that works for both you and your future employer.

Seven Steps to Confident Negotiation

1. Do Your Research

- Look up typical salaries and benefits for your role.
- Factor in the organization's size, location, and industry.
- Know your ideal salary and the lowest salary you'd accept.

2. Aim for a Win-Win Outcome

- Negotiation is about building a positive relationship, not competing.
- Show professionalism, confidence, and respect throughout the process.

3. Pause Before Accepting

- Don't accept an offer on the spot.
- Thank the employer, express excitement, and ask when they need your decision.
- Use that time to review details and talk with mentors, family, or career advisors.

4. Clarify the Details

- Ask questions about salary, pay schedule, vacation/sick leave, retirement programs, and other benefits.
- Make sure you fully understand the offer before deciding.

5. Decide What to Negotiate

Salary isn't the only negotiable item. You can also ask about:

- Signing bonus
- Performance review timing (linked to raises)
- Relocation expenses
- Tuition reimbursement
- Vacation time or flexible schedule
- Commissions, profit sharing, or stock options

6. Communicate Clearly & Positively

- Stick to agreed timelines for your response.
- Present all negotiation requests together, not one at a time.
- Keep your tone respectful, professional, and collaborative.

7. Make Your Decision

- Once you've clarified and negotiated, decide whether to accept or decline.
- Communicate your choice promptly and respectfully.

- If declining, briefly explain why, especially if you've gone through negotiations.

Professional Etiquette Negotiation

- **Be respectful:** Employers appreciate professionalism and gratitude, even if you don't accept.
- **Be confident but polite:** Show that you value yourself and the opportunity.
- **Be prepared:** Research and clear communication demonstrate maturity and readiness.
- **Follow up:** Always confirm your decision in writing (email or letter).

If you'd like personalized guidance, schedule an appointment with a career advisor at the Career Center. They can help you practice negotiation conversations and review your offers.