



**Research salary information before the interview.** Use salary.com or glassdoor.com to find salaries for comparable jobs. Do not ask about the salary during the interview, but be prepared to answer a question about your salary expectations. Use the information from your research to provide a range. Know your needs versus wants.

## After Receiving the Offer

- **Avoid accepting the offer immediately.** Even if it is the perfect job, consider the entire offer before responding. Ask the recruiter when they need an answer. Once you accept the offer, you will not be able to negotiate.
- **A job offer will contain all or some of the following elements** (and perhaps other perks): salary, relocation costs / stipend, signing/quarterly/yearly bonuses, stock options, H1B sponsorship, etc. Most elements can be negotiated. Consider each element you would like to ask for an adjustment to before accepting.
- **If the offer is made over the phone, ask them to email the offer** so you can clearly see all the details. Read the entire offer to make sure you understand. If you have questions, email the person who sent the offer to ask for clarification.
- **Plan your negotiation strategy.** View negotiations as a dialogue. It is okay to ask for what you want, but do not make demands. Consider which elements of the offer you would like to modify and place them in order of importance. Next, think about the argument you can make to support your request. Focus on what you offer: your experiences, your strengths, etc. What value do you add to the company that makes you worth more? It is more efficient to negotiate an offer by phone than email, so see if you can speak to the person. Once you begin the negotiation, you can adjust your strategy as necessary. For example, if the salary is not negotiable, move to the next item on your list. Do not ask for too many things; if you get a higher salary and an increased signing bonus, you may want to reconsider asking for additional considerations.

## How to Decline an Offer

- **Thank them** for their time and interest in you. You want to maintain a positive relationship with the company in case you decide to work for them in the future.
- **Give a brief explanation** of why you are declining and **avoid saying anything negative** about the company as your reason for declining.

## Ethical Considerations When Accepting the Offer

**Once you accept an offer, you have made a commitment to work for that company.** After accepting an offer, you should STOP interviewing at other companies. If you are not ready to make that decision, then ask the company making the offer to give you more time to consider before responding. Do not begin negotiations until you are ready to accept. Once you enter into negotiations, the company will expect you to accept the offer once you have agreed on the terms.

## Before Accepting the Offer

- **If you receive more than one offer**, you should **carefully compare the strengths and weaknesses of each offer**, not just the salary.
- **If the offer from your less preferred company is better** than the one from your preferred company, you can try to use that offer to bargain for a better offer from your first choice. Be careful about how you approach the negotiations and be prepared for your preferred company to say they can't match the other offer. Do not misrepresent the other offer, since the company may ask to see it before responding to your request.
- **Do not try to pit companies against each other** in an attempt to create a bidding war. You want to start your new job on a positive note and if the negotiations are not handled correctly, that can sour the relationship and potentially result in the company withdrawing the offer.