

# Evaluating and Negotiating Job Offers

Congratulations! You have been offered the position. It may seem like the hard part is over, but it is still important to read the offer carefully and consider your value as well as your long-term career goals. Note that the items and resources below do not apply to all job offers. Get advice from your mentors and knowledgeable colleagues about how to approach any negotiation – the potential employer also has the option of withdrawing an offer if your terms seem out of the bounds for the position or untenable for the organization. **Evaluate the entire offer...not just the salary!**

## Professional Development

Annual financial contribution, conference attendance, professional membership, certifications/trainings available

## Education Benefits

Tuition reimbursement or financial help for college for your children/family members

## Flexible Work Schedules/Telecommute

Flexible work schedules or opportunities to telecommute

## Paid Time Off

How do they calculate paid time off, sick vs. vacation and days the organization is closed? Is it “use it or lose it”?  
Do they cover paternity/maternity leave?

## Retirement Contribution

Types of plans, minimum/maximum contribution, time to being vested, company match/contribution

## Base Salary

Research the salary of comparable positions in the area, taking into consideration your skill set.

- [www.glassdoor.com](http://www.glassdoor.com)
- [www.payscale.com](http://www.payscale.com)
- NACE Salary Calculator <https://www.jobsearchintelligence.com/jobseekers/search-input.php>
- Salaries are public at public universities and government agencies

## Relocation, Commute, Parking

What will it cost to go to work on a daily basis?

If relocating, what is the cost of living difference and the cost of moving?



Cost of Living Calculator <http://www.homefair.com/real-estate/salary-calculator.asp>

## Healthcare Coverage

Monthly co-pays, types of coverage

## Research Funds/Start-Up

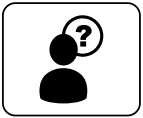
How are start-up funds offered: lump sum, funded from list/proposal, etc.? How long will funds be available? Are there scenarios in which you might lose your start-up funding (grant award, etc.)?

## When to Negotiate

Often negotiation begins before a formal written offer is made. However, to ensure all parties are working with the same set of information, always get everything in writing before negotiating.

<http://www.jhsph.edu/sebin/g/i/salarynegotiate.pdf>

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### What is negotiable?

Before negotiating, remember that you are taking a risk and the way you negotiate is just as important as what you choose to negotiate. Be specific and clear about your needs and never negotiate if you have no intentions of taking the position.

- Relocation or Travel Reimbursement, Housing and/or travel to find housing
- Start Date
- Salary
- Flextime or Telecommuting
- Stock Options
- Bonuses (Signing or Annual)
- Professional Development Opportunities
- Teaching Requirements and Research Leave
- Service Commitments
- Pre-tenure leave, time to tenure
- Start up Package
  - office space, laboratory facilities, computer(s)/software, teaching/research assistance, research funds, conference travel.

## Job Offer Evaluation/Negotiation Worksheet

This worksheet is intended to help you organize your values/needs in a position compared to the job offer. It is not intended to suggest that you negotiate on all points, just to merely consider what is most important to you.

	My Current Offer/Job Information	My Needs
Base Salary	Salary Offered:	Preferred Range:
Start Date	Job Start Date:	When you can start:
Additional Monetary Compensation	Offered:	Areas of importance for me: <input type="checkbox"/> Bonus <input type="checkbox"/> Overtime <input type="checkbox"/> Signing Bonus <input type="checkbox"/> Stock Options <input type="checkbox"/> Summer Teaching <input type="checkbox"/> Research Fund <input type="checkbox"/> Other
Relocation, Commute, and Parking	Relocation Expenses:  Cost of Living increase/decrease:  Commute Time:  Parking:	Relocation Costs:  Cost of living:  Commute Time:  Parking:
Paid Time Off	Paternity/Maternity leave <input type="checkbox"/> Yes, fully covered <input type="checkbox"/> Yes, partially covered <input type="checkbox"/> No, not covered  Vacation Days: <input type="checkbox"/> Use it or lose it?  Sick Days: <input type="checkbox"/> Use it or lose it?  Working days or hours:	Paternity/Maternity leave:  Vacation Days:  Sick Days:  Working days or hours:

Job Offer Evaluation / Negotiation Worksheet - Continued

	My Current Offer / Job Information	My Needs
Retirement Contribution <sup>1</sup>	Retirement Options:	My Retirement Needs:
Healthcare Coverage <sup>2</sup>	Co-pay coverage:	Does the healthcare meet my needs?
Professional Development	Professional Development offered or available:	<input type="checkbox"/> Annual financial contribution <input type="checkbox"/> Conference attendance <input type="checkbox"/> Professional membership <input type="checkbox"/> Certifications / trainings available
Education / Family Benefits	Opportunities Provided:	<input type="checkbox"/> Tuition reimbursement <input type="checkbox"/> Financial help for children/family members <input type="checkbox"/> Day care <input type="checkbox"/> Spouse / Partner appointments
Flexible Work Schedules / Telecommute	Opportunities Provided:	<input type="checkbox"/> Flextime <input type="checkbox"/> Telecommuting
Research Funds/Start-Up	Offered:	<input type="checkbox"/> Office space <input type="checkbox"/> Laboratory facilities <input type="checkbox"/> Computer(s) / software <input type="checkbox"/> Teaching / research assistance <input type="checkbox"/> Research funds <input type="checkbox"/> Technology
Other		

Additional Academic Negotiating Resources: <http://www.columbia.edu/cu/tat/pdfs/negotiating.pdf>

1 Types of plans, minimum/maximum contribution, time to being vested, company match/contribution

2 Monthly co-pays, types of coverage

# How to Negotiate

1

Have an action plan **BEFORE** you start negotiating.

2

Don't fixate on one portion. If the employer states salary is less flexible, negotiate other benefits.

3

Get everything in writing.

4

Use professional language and maintain composure through all communication – practice with someone verbally or have a trusted colleague read written communication before sending to ensure tone/goal are appropriate. If you cannot reach a mutual agreement, you have the option to reject the offer.

5

Do not feel pressure to accept an offer if the compensation package does not reflect your worth and meet your needs.



View sample acceptance, withdrawal and rejection letters

<https://www.thebalancecareers.com/job-offer-acceptance-letter-2062550>