

Negotiating your Offer

Negotiation can be needed before accepting an offer. Two examples when you need to negotiate: the salary or benefits are lower than the average market wage or your financial goals. Do NOT negotiate when the offer falls within your financial goals and the market average. Negotiating when the offer is (more than) fair enough can lead to a withdrawal of the offer. To check if the offer is fair compare your offer at [payscale.com](https://www.payscale.com). In order to do this you will be required to create a free account.

Companies have different pay scales and benefits for every position. Your real salary will be determined by the starting salary, the maximum salary, the willingness to negotiate of the employer, and other factors such as your experience and years of education. Make sure to check the compensation package and benefits, perks and bonus potential.

If the offer is significantly less than expected, ask for a little time to consider the offer. Then, speak with a career advisor or someone you trust to come up with a counter-offer. Do not forget that the employer will most likely counter back so you will end up in the middle

Process for negotiating

- Plan: what is your goal by negotiating this offer? What can be improved?
- Practice: go over the things you want to say during the negotiation. If you are not feeling confident, rehearse with a career advisor or trusted source
- Negotiate: be confident during the negotiations! Show why you deserve the salary you ask for.
- Reach a settlement: compromise with the employer! You will not always get what you want. Find the middle ground.
- Accept or decline the offer: if a settlement is not reached or the employer is not willing to compromise, decline the offer. If a new settlement is reached, ask for the new offer letter.

Factors to consider during the negotiation

- Signing bonus
- Performance bonus
- Paid time off (vacation time & sick leave)
- Commission
- Tuition Assistance
- Retirement Contribution
- Health Plans (medical and dental insurance)
- Training and development
- Commuting expenses
- Health and Fitness programs