

Close it

Job Offer & Salary Negotiations

Congratulations! You received a job offer! Now what? Evaluate a job offer before you decide to accept or decline it; or negotiate salary. The following is intended to help you assess a job offer to reach a decision.

I. Ask yourself and address key questions to help you decide:

- Does this career opportunity align with my career personality, abilities, interests, values and experience?
- Am I able to apply my skills and experience in this position in a manner that is meaningful to me?
- Is this opportunity purposeful to me?
- How do my values align with the values and culture of the organization?
- Do I believe in the mission of the organization?
- Is there opportunity for financial and professional growth in the organization?
- How does this opportunity align with my desired lifestyle?
- Is the opportunity in a location and environment I desire?
- What employee benefits are available to me and at what costs?
- Does the salary/compensation offer meet my desire?

If your answers are favorable, consider accepting the job offer

If your answers are not favorable:

- Respectfully decline the offer
- Accept the offer as-is, or
- Negotiate to improve the job offer

II. Research Salary

Jobstar.org	Payscale.com
Glassdoor.com	Jobsearchintelligence.com
Salaryexpert.com	Onetonline.org
Salary.com	BLS.gov

Salary Negotiation Rubric

Use the resources provided to research and determine the following:

Job Offer	Salary Offered	Desired Salary	Low-End Salary	Average Salary	High-End Salary	Rationale for higher salary
<i>Company #1</i>	\$66,500	<i>Enter here:</i>	\$60,000	\$70,000	\$85,000	<i>Years of experience Skills Degree(s)/Certifications Market value Commitment</i>

Suggested Salary Negotiation Verbiage

I've gathered candidates like me typically earn between \$ _____ to \$ _____. What can we do to meet at this range?

"Thank you for the offer. I am aware the salary range for this position is between \$ _____ and \$ _____. While I feel I am worth the higher salary range, I know that I must still demonstrate my value to the organization. I would be comfortable with a salary of \$ _____ based on my previous experience, skill, education, and belief in the organization's commitment to _____"

Benefits

Confirm employee benefits that may offset salary or enhance the job offer:

Benefit type	Available?	Notes:
Retirement		
Stock options		
Medical plan		
Dental plan		
Life insurance		
Paid vacation		
Paid sick days		
Education		
Remote work		
Transportation		
Childcare		
Other:		