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

<table>
<thead>
<tr>
<th>Jobstar.org</th>
<th>Payscale.com</th>
</tr>
</thead>
<tbody>
<tr>
<td>Glassdoor.com</td>
<td>Jobsearchintelligence.com</td>
</tr>
<tr>
<td>Salaryexpert.com</td>
<td>Onetonline.org</td>
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<tr>
<td>Salary.com</td>
<td>BLS.gov</td>
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</tbody>
</table>
Salary Negotiation Rubric
Use the resources provided to research and determine the following:

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

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:

<table>
<thead>
<tr>
<th>Benefit type</th>
<th>Available?</th>
<th>Notes:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Retirement</td>
<td></td>
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<tr>
<td>Stock options</td>
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<tr>
<td>Medical plan</td>
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<tr>
<td>Dental plan</td>
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<tr>
<td>Life insurance</td>
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<tr>
<td>Paid vacation</td>
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<tr>
<td>Paid sick days</td>
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<td></td>
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<tr>
<td>Education</td>
<td></td>
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<tr>
<td>Remote work</td>
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<tr>
<td>Transportation</td>
<td></td>
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<tr>
<td>Childcare</td>
<td></td>
<td></td>
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<tr>
<td>Other:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Use the sample provided to determine a monthly budget

(A) Sample Gross Salary | $65,000/yr. | $5,416/month | $ | Your Gross Salary
Minus Social Security/Taxes(CA) @ 25% | $16,250/yr. or $1,354/month | Minus Social Security/Taxes

(B) Net Salary | $48,750/yr. | $4,062/month | $ | (B) Net Salary
Benefits Costs
Retirement plan | $150
Stock options | n/a
Medical plan | $200
Dental plan | $50
Life insurance | Optional
Paid vacation | 0
Paid sick days | 0
Education | Available
Remote work | Negotiable
Transportation | n/a
Childcare | Optional
Other: | 0
Subtract total monthly costs from (B) Net Salary to determine (C), Take Home Pay | $400

(C) Take-Home Pay | $3,662/month | $ | (C) Take-Home Pay
Cost of Living Type | Monthly expenses | Monthly expenses | Cost of Living Type
Student loans | $350
Personal savings | $120
Emergency funds | $100
Rent/lease | $900 (w/roommate)
Utilities | $60
Internet | $60
Phone plan | $40
Car Payment | $200
Car Insurance | $150
Ride share | $50
Groceries | $300
Entertainment | $300
Other: | $32
Subtract total monthly costs from (C), Take Home Pay to determine (D), Monthly Balance | $2,660

(D) Monthly Balance | $1,000 | $ | (D) Monthly Balance