

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
Company #1	\$66,500	Enter here:	\$60,000	\$70,000	\$85,000	Years of experience Skills Degree(s)/Certifications Market value Commitment

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:		

Budget Worksheet

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	Monthly costs	Monthly costs	Benefits Costs
Retirement plan	\$150		Retirement plan
Stock options	n/a		Stock options
Medical plan	\$200		Medical plan
Dental plan	\$50		Dental plan
Life insurance	Optional		Life insurance
Paid vacation	0		Paid vacation
Paid sick days	0		Paid sick days
Education	Available		Education
Remote work	Negotiable		Remote work
Transportation	n/a		Transportation
Childcare	Optional		Childcare
Other:	0		Other:
Subtract total monthly costs from (B) Net Salary to determine (C), Take Home Pay	\$400		Subtract total monthly costs from (B) Net Salary to determine (C), Take Home Pay
(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		Student Loans
Personal savings	\$120		Personal savings
Emergency funds	\$100		Emergency funds
Rent/Lease	\$900 (w/roommate)		Rent/Lease
Utilities	\$60		Utilities
Internet	\$60		Internet
Phone plan	\$40		Phone plan
Car Payment	\$200		Car Payment
Car Insurance	\$150		Car Insurance
Ride share	\$50		Public transportation
Groceries	\$300		Groceries
Entertainment	\$300		Entertainment
Other:	\$32		Other:
Subtract total monthly costs from (C), Take Home Pay to determine (D), Monthly Balance	\$2,660		Subtract total monthly costs from (C), Take Home Pay to determine (D), Monthly Balance
(D) Monthly Balance	\$1,000	\$	(D) Monthly Balance