



# NEGOTIATING A JOB OFFER

## What is negotiating?

Negotiation is the process of coming to an agreement that is good for all parties. Following a job offer, negotiation is the period where you can request changes to the terms of your hire in order to accept by presenting a counteroffer that matches what you are looking for.

Here are some common reasons why you might want to negotiate a job offer:

- The offered salary or benefits are lower than average or below your financial goals.
- You want to work remotely or on a hybrid schedule.
- The proposed start date does not align with your schedule.



## DON'T BE AFRAID TO NEGOTIATE

Companies are expecting you to negotiate, and they take that into account when they give you an offer. If you don't negotiate, you are not getting all the money you could receive for a position.

## TIMING IS EVERYTHING

The right time to negotiate is after a formal job offer has been made but before you have accepted it. You generally aren't able to negotiate an offer after you have already accepted it,

### After the Offer is Made

#### Show enthusiasm

"Thank you for this opportunity, I am thrilled to be selected!"

#### Request time to consider the offer

I would like some time to consider this offer with my family. I will be in touch as soon as possible before the end of the week. Please let me know if this accommodates your schedule or if you need an answer before then. Let me know if you have any questions or concerns."

#### Consider the entire package

Assess the offer not just in terms of salary, but in terms of the benefits, potential, and your long term goals.

Some other (non-salary) benefits you might get in a job offer are:

- Paid time off (vacation), sick time, and workplace flexibility
- Bonuses for performance or signing on to the company
- Tuition assistance
- Retirement contributions
- Relocation support

#### Practice your ask

Know what you want to get out of the negotiation (higher salary, remote work flexibility, etc.) and then rehearse what you're going to say before making the ask. You can practice with family, a friend, or CPD! Conducting research about average salaries for the title or benefit structures at similar companies will help you structure your counteroffer.



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## *After the Offer is Made Continued*

### Think about your unique candidate attributes

What do you bring to this role that is unique and that will motivate a company to continue negotiating with you? What are the company's target goals and how can you help them achieve those goals? What have you achieved in the past that can be beneficial to the company? Being able to communicate these when negotiating will give you a strong case for why the company should consider your counteroffer.

### Weigh the pros and cons

When making a decision, whether your counteroffer is accepted or not, it's important to weigh all the pros and cons of the role. Perhaps the starting salary isn't as high as you expected, but there is a 6-month review with opportunity for a merit-based raise. Perhaps there isn't flexibility to work fully remotely, but the paid time off (PTO) is generous and will allow you to travel often, or the role provides a very clear path for professional growth in line with your goals.

## **Accepting the Offer**

Accept the offer using the same method they offered it to you. If they called, call back.

If they emailed, respond via email. It is best to also discuss the following when accepting:

### Identify the date, time, and location of your first day of work.

Ask what documents you will need to bring with you when filling out hiring forms and when you can come to fill out those forms.

### Inquire what the dress code is at the company (business casual, formal or casual).

"Thank you very much for all of your support and time during this interview process. I am thrilled to officially accept this offer! Looking at my calendar, I am envisioning a start date of X. Please let me know if that works for your team. Also let me know what documentation I should bring with me!"



## **Declining the Offer**

If you find yourself declining the offer, do it with poise and respect.

Email the hiring manager and thank them for the offer and their time throughout the interview process. Explain that after thinking through the offer or discussing it with a trusted source, you have decided to decline it. It is up to you if you want to disclose why you didn't choose their offer, just remember to remain discreet and humble.

"Thank you very much for offering me the role of [insert name of position] with [insert company name]. I sincerely enjoyed our conversations and very much appreciate your taking time to interview me over the course of the past few weeks. However, after detailed consideration I must decline the offer as it does not align with my professional and personal goals. Again, thank you for your time and consideration; best wishes for your continued success, and I hope our paths cross again in the future. Please let me know if you have any questions."

