

Congratulations! You've been offered a position. You may even be juggling multiple offers. Learning how to analyze the job offers and ultimately how to negotiate salary and benefits will help you obtain the best possible opportunity for both you and the employer.

Follow these Three Steps!

### **Step 1: Know Yourself**

**How do you define success?** Before you apply or head to an interview, ask yourself: Is this company a fit for you, what are their values, mission, future goals, salary ranges and benefits

Salary is only one consideration in the entire picture of deciding if a position is ideal for you (don't let it be the only factor to consider). There are numerous other elements to consider including:

Nature of the work	Ability to learn and enhance skills	Supervisory style
Location	Creativity	Training program and opportunities
Life-Work balance	Company culture and reputation	Travel
Position responsibilities	Independence	Benefit package
Type of company or industry	Promotional ability	Bonus structure

### **What is your worth?**

Take time to evaluate what you bring to the organization. Is it leadership experience, education, industry knowledge, relocation flexibility. Analyze your skills sets and what you can offer the employer.

In the next step you will learn how to reference researched data and look into comparable total compensation of similar positions as well as determine what your personal salary requirements are.

### **Step 2: Research**

Resources to determine the appropriate salary for a position (unfortunately it is close to impossible to get concrete information, rather it can provide a starting point, flexibility is key):

**Career Services office and web-site** – Visit [www.uwsuper.edu/career](http://www.uwsuper.edu/career) for links to salary calculators and salary surveys.

**Networking** – friends holding similar positions provide valuable information regarding compensations for specific positions.

**Job Postings** – some job postings will provide ranges for positions. Search Jacket Jobs and other posting sites for information.

**Employment Companies** – these agencies work consistently with industries and have a solid understanding of what pay rates companies are currently offering for specific types of positions.

**What is compensation & benefits?**

**“A combination of all of these makes up the job offer.”**

**EVERYTHING IS NEGOTIABLE!**

**When reviewing your job offer, use these lists by checking off benefits you have been offered.**

(Place check boxes in front of each item)

Annual Salary/Hourly Rates	Stock Options: given, purchased, vesting timeframe	Discounts on Activities: Health Club Memberships, Merchandise Discounts
Medical Benefits		
Investment Programs	Paid Vacation Time	Daycare Availability: On-Site, Daycare Discounts
Signing Bonus	Paid Personal Holidays	
Paid Time Off	Paid National Holidays	Company Car/Car Allowance/Mileage Reimbursement
Medical Coverage	Paid/Unpaid Sick Time Off	
Dental Coverage	Company Leave of Absence Policy	Incentives- cell phone, laptop, internet access at home, lunches, parking
Life Insurance		
Short Term/Long Term Disability	Commission schedules Overtime/Breaks	Continuing Education, Tuition Reimbursement
Flexible Spending Accounts	Start Date	Relocation expenses, moving trucks, rent, mortgages
Family/Domestic Partner Coverage	Accelerated performance/Salary review- 6 month versus year	Professional Development
401k programs: enrollment waiting period, company match percents, vesting timeframe		

## **Determining your salary range (See also, Analyzing Job Offers Worksheet)**

It is important to know a salary range-you may be asked your salary requirements at different stages of the process. Utilize the resources above to determine your:

**Minimum level** - Wage level you can live with (what is the minimum you can work for within a certain type of position). Remember that many companies will offer at the minimum level so make sure this is something you can live with.

**Desired level** – Wage level you would like for the position (usually within 20% of what the minimal level is to allow some room for the company to negotiate)

Remember that having salary expectations too high may strongly discourage the company from further considerations with you. Wage expectations too low may cause the company to question your qualifications.

### **Step 3: GO FOR IT!**

#### **Strategies and Tips**

4 out of 5 recruiters say they will negotiate, but so many of us don't. The following are some tips and strategies for success.

1. Delay any negotiating until you've received an offer. This isn't always possible if you are asked early in the interview process or application process. When an interviewer asks your salary requirement, try first to gently deflect the question by inquiring about the salary for the position and if you aren't able to find out their range, have your prepared.
2. Don't immediately accept the position. We know you are excited but your best leverage time to negotiate is from the time you are offered the position to the time that you accept or decline the offer. You may not have another opportunity to negotiate elements of the offer, so be creative and don't forget to discuss pre-planned vacations, weddings and any professional obligations.
3. Take your time to consider the offer, ask for a copy of the benefits so you can review and ask questions. Be leery of companies who pressure you for an on the spot decision. Confirm how and who to get back to if you have any questions.
5. Be respectful and flexible. You want this to be a win/win for both you and the company. You must also be willing to walk away if you feel very strongly about your position and requirements.
6. Before you accept BE SURE this is the right position for you. If you are required to sign a contract read it carefully, you may have to pay back thousands of dollars if you rescind your acceptance. It is UNETHICAL & UNPROFFESIONAL to back out of a position you accepted for a better offer.