

Prepare to get an Offer

Evaluate the position.

Review the job description and ask the employer questions to clarify the following elements of the position.

- Key responsibilities
- Potential challenges
- Growth opportunities
- Culture and team environment
- Location and travel

Get clear on what you want.

Use the corresponding exercise file to identify what's most important to you in a career over the next 12–36 months. Record your top 3 priorities.

My top 3 must-haves are _____, _____, _____

My top 3 walkaways are _____, _____, _____

Establish a salary range.

Research salary data based on the job title, industry, and location. Use resources like the Bureau of Labor and Statistics (bls.gov/bls/blswage.htm), Payscale.com, Salary.com, and Glassdoor.com to establish a salary range and your target salary. This is the range you'll respond with when asked what you are looking to make.

Market Range

_____ – _____

Low

High

My Target Salary Range

Evaluate the Offer

Evaluate the position. Thank the employer for their offer and ask for time to review the details. Review each factor and ask yourself: "Is this job the right fit for me?" Identify the pros and cons of accepting the position. What will you be gaining versus losing?

Negotiate the Offer

Prepare your clarifying questions. Make a list of your questions and counternegotiation points. Think about what you're unclear on and what you want to negotiate. Some common areas to focus on are salary, benefits like medical and retirement, and special perks like flexible work arrangements and prescheduled vacations.

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

Begin negotiations.

Be professional and, if possible, ask all of your clarifying questions at one time. Prioritize your counternegotiation points making sure they align with your top priorities.

Think about how you'll respond if any of your requests or counternegotiations receives a "no."

Get clear on which elements of the job offer you can say yes to and which ones would cause you to say no to the offer.

After You Accept the Offer

Give notice to your current employer.

Remember the golden rule in resigning: Never leave on bad terms. Use the following points as a guide for giving notice respectfully.

- How much notice will you give? _____
- Give notice in person (or via phone if needed) and in writing.
- What will you state as your reason for resigning? _____
- Show gratitude for the opportunities and relationships during your time at the company.
- Connect with coworkers and senior leaders on LinkedIn.