

# Evaluating Job Offers

You have received one or more job offers. First off, congratulations! Time for a victory lap, right? Not so fast. Evaluate the benefits in addition to salary because a great package can make up for a lesser salary if you're saving substantial money on health care, have great vacation time or a flexible schedule. Consider the details and use this checklist to evaluate your offers:

Evaluating an Offer		Pro Tips
<input type="checkbox"/>	Do you know what is expected of you: job duties, time commitment, how you'll be evaluated?	A primary reason that most new employees quit is because they did not understand what was expected of them or the job was not what they expected.
<input type="checkbox"/>	Do you know when they want you to start? When they expect a decision to accept the job?	Ask!
<input type="checkbox"/>	What is the cost of living difference?	Cost of living varies greatly, use this cost-of-living calculator: <a href="https://payscale.com/cost-of-living-calculator">payscale.com/cost-of-living-calculator</a>
<input type="checkbox"/>	Is the salary fair compared to other companies?	Salary Calculator: <a href="https://glassdoor.com/Salaries/index.htm">glassdoor.com/Salaries/index.htm</a>
<input type="checkbox"/>	Does the offer fit well with your career goals/ career direction?	All jobs will build new skills and improve existing ones. Consider the opportunities that the new skills may provide.
<input type="checkbox"/>	Are there opportunities like job growth or travel?	What is the typical career path—ask before accepting. Find out if you get the use of frequent flier miles or do they belong to the company?
<input type="checkbox"/>	Do you have a good feeling about your ability to work with your boss and co-workers?	Trust your “gut” if you have any doubts or reach out to present or past employees and seek their guidance.
<input type="checkbox"/>	Is there room for negotiation?	See “Negotiating an Offer” on the next page.
<input type="checkbox"/>	Does the offer have an exploding deadline?	An exploding offer is one that is reneged on if not agreed to within a limited period of time.
<input type="checkbox"/>	Is there an acceptance letter to sign?	It is to your advantage to have any offers documented. If the offer is made verbally, seek an emailed or written offer.

## Comparing Job Offers

Criteria	Offer 1	Offer 2
Salary: (Hourly vs weekly or monthly pay or draw against commission/salary + bonuses? Does it meet your budget requirements?)		
Benefits: (Vacation/sick time, health insurance, life insurance, 401(K), pension plans, stock options, overtime or comp time, company transportation/car allowance, and other “perks”?)		
Hidden Costs: (Relocation expenses, parking, wardrobe, transportation, childcare, expense accounting?)		
Work Environment and location: (Casual/Formal; flexible/rigid; work from home/workplace; requires relocation?)		
Pros/Cons (list the pros and cons of the job offer you are considering. Which one comes out ahead? If one outweighs the other, your decision making will be easier.		

# Negotiating an Offer

You have identified the company of your dreams and the perfect job has landed in your lap. One problem though...the salary that's offered is too low. How do you get started?

## There are two reasons why you would want to negotiate:

1. You have received an unacceptable offer but you are still interested in working for the company.
2. You have received an acceptable offer but want to see if there is a way to get a desired benefit or salary increase.

**Don't know if the offer is acceptable or unacceptable? Get more information about the job if that will help you decide.**

## Questions may include:

- What is the salary range?
- What is the hiring salary range?
- Do you ever pay higher than that range?
- What is the average increase?
- How often are employees reviewed?
- What does professional progression look like at this organization?

## Acceptable Offer

When starting negotiations on an acceptable offer it's important to do two things: 1) Formally accept the position and 2) Approach your future supervisor by asking him/her for his assistance in meeting your further needs, giving him/her an opportunity to show his power within the company.

### Example

I'm calling you with some very good news. I would like to accept your offer and I'm looking forward to working with you and becoming a valuable member of the team. I am committed to working with you, and as my future supervisor there are a few minor issues about the offer that I would like to discuss. I don't know if you are able to make changes in these areas, but I'd surely appreciate your looking into that possibility. Namely, would it be possible to...?

## Key Elements of this Approach

- This locks in your acceptance and takes that acceptance out of the negotiations.
- Works because it is a win/win situation
- Give reasons why you want something. These do not include: I just bought a new boat, house, etc.
- Avoid commitment words: always, must have, deal breaker, never, won't consider.

## Unacceptable Offer

If your offer is truly unacceptable, you must communicate this fact in no uncertain terms to the decision maker while keeping the outlook for resolution positive.

### Example

I am still very interested in working with you and your company; however (never use the word 'but'), at this point I am not able to accept the offer for the following reason: (state your reasoning succinctly and what part or parts of the offer are lacking). If you were able to ..... (give your proposed solution), I would gladly accept the position immediately. Are you in a position to be able to help?

## Key Elements of this Approach

- Puts the job offer at risk, since you are asking for a different offer.
- You must communicate specifically what is lacking in the initial offer.
- You must provide a proposed solution and reassure the employer that if your stipulations are met you will definitively accept.
- "If it is within your power" appeals to the position and their power.
- Be ready to consider alternatives if necessary, i.e. Hiring bonus or relocation assistance in lieu of higher pay
- Indicate when you will make your decision and stick to it.
- Avoid commitment words: always, must have, deal breaker, never, won't consider.

## Have You Considered...

There are many items that may influence your decision or that you may negotiate. Research your industry, the company, and your role to figure out the norm before you use these as negotiation points.

- Start date
- Location
- Moving/Housing Assistance
- Special Projects of Interest
- Professional Development
- Transportation/Phone Assistance
- Signing Bonus/Bonuses
- Health Benefits
- Stock Options
- Vacation/Health/Retirement Benefits
- Overtime/Comp Time

Perks may also influence your decision but typically aren't negotiated: office cafe, wellness space, loan repayment, philanthropy programs, etc.