
HOW TO NEGOTIATE A JOB OFFER

OFFER CALL

The prospective employer will likely give you a heads up that an offer is underway. Typically when they are performing reference checks or after the on site, they mention "next steps" that likely means that an offer is imminent. Key items to remember:

- Remain neutral about the compensation package they present
- Show appreciation for them working to get you an offer
- Affirm with them your thoughts and excitement about the company, team, role.
- Ask for some time to consider: 3 days to one week minimum.
- Ask them to email you the offer details so you can think it through. (get it in writing)
- Remember DO NOT AGREE to accepting the offer on this call, push it to email

LEVERAGE:

After asking for some time, determine how much leverage you have to negotiate with. This will be a combination of a few factors listed below.

- **Interview performance** - How well did you do on the interview, what was the company's responsiveness?
- **Other offers** - Are other companies interested in you? Are you expecting more offers soon?
- **Potential employer salary range** - Does the company have posted salary ranges on Glassdoor or AngelList that indicates the range for your position?
- **Your anchor** - Did you communicate your salary expectation to anchor high?
- **Traction** - Are you getting a steady stream of interest from other companies, or has it been a drought?
- **Current or past salary** - Do you have experience in a similar role and was paid higher than the current offer?

INCREASE YOUR LEVERAGE:

Contact all the companies that are in your pipeline. Notify these other companies that you have an offer pending but are interested in seeing if there's a great fit. Move the interviews forward quickly to establish overlapping offers.

COUNTER OFFER:

There is an unspoken amount of social currency with which you have to spend during your negotiations. It depends on the amount of leverage you have. It is preferred to negotiate through email unless you feel you are an excellent communicator and negotiator. Remember, when making the ask: "The worst thing a company can say is no."

TYPICAL NEGOTIABLES:

When reviewing the negotiables below, please remember that it will not be realistic for an employer to negotiate on all listed. Rather, identify which ones are most important to you, and then have secondary asks ready to go if the employer is not able to negotiate on the first ask.

- **Base Salary** - Common for 10 - 15% bump, can be 25%+ from initial depending on leverage. However, base pay will be decided by the company based on job level, location, experience, industry market data, and internal comparison of employees in the role.
- **Stock Options** - Depends on stage/size of company, and may be in the form of RSUs vs. stock option grants. Stock options typically are awarded for more senior roles in the offer process. Stock Options may be awarded through the annual performance review cycle depending on performance ratings.
- **Signing Bonus** - If they provide one, then it's good to ask for a bump. A signing bonus can be requested in lieu of missing out a bonus from your current company if you are leaving prior to receiving the bonus.
- **Moving Expenses** - If you have to relocate, great to ask for this upfront. The company may offer cash for relocation expenses or a package offer to include specific coverage of relocation items. Be sure to remember that this amount is taxable so you may need to negotiate more to cover your relocation expenses.
- **Performance Review** - Asking for a performance review sooner (2 - 3 months from starting). Some companies may have a 90 day review period where you will receive an increase. Other companies may not provide this and you would be included in the regular review cycle.

NON-TYPICAL NEGOTIABLES:

- **Education Expense Credit or Tuition reimbursement** - Indicates your commitment to continued learning. The company may be willing to pay for ongoing education through a university or other certification program.
- **Paid Time Off** - Requesting for more vacation days can send the wrong signal at smaller companies. Sometimes this is negotiable. Some companies may provide more vacation time for employees with extensive industry experience.
- **Transportation Credit** - If you have to commute long or commuter costs are high.
- **Flexible Work Schedule** - Be careful of signaling that you do not want to be at the company; have a valid reason for this such as a long work commute, or family responsibilities.

NON-NEGOTIABLES:

- **Health Benefits** - This is typically standard for companies, it would require a special need for them to adjust plans just for you.
- **401K** - Asking for them to match or add to your retirement account costs the same as a salary bump but requires more unique operations to accommodate.
- **Lunch** - Either a company provides it or they don't. It's only under special conditions such as dietary restrictions that do not allow you to participate in the company sponsored lunches.

ACCEPTING THE OFFER:

Once you have come to the best agreement on the negotiation of the offer, formally sign and return the offer by the deadline provided by the company. Ensure you have signed and returned the offer before providing formal notice to your current employer.