

OFFERS & NEGOTIATIONS

Receiving a job offer can be an exciting time in your career journey. It's a validation of your skills and qualifications. Read the content below to help you understand your offer and decide how you would approach negotiation.

There are several items you need to consider before accepting. Negotiating a job offer is a common and expected part of the hiring process. It allows you to ensure that the terms are mutually beneficial.

Understanding Job Offers

1. Do the job title and responsibilities align with your career goals?

- Ask yourself: Will this position provide you with the skills/development that you need for your career goals?
- Clearly understand your role and responsibilities to avoid surprises later.
- Double-check because it is possible that the actual job tasks do not match what was discussed in the interview.

2. What is the full compensation package?

- Evaluate the health insurance, retirement plans, and other benefits offered.
- Consider other elements like bonuses, stock options, and benefits.
- Take note of additional perks such as flexible hours, remote work options, or professional development opportunities.
- Is it competitive for your industry and location?

3. Where will you be located and how long is the commute?

- Consider the job location and evaluate the commute.
- Is the location suitable for your lifestyle and preferences?
- Are you comfortable with how long you will be in traffic each day?

4. Does the company culture and values align with yours?

- Research the company's culture and values to ensure they align with yours.
- Look for opportunities to connect with current employees and ask them about the culture.
- During the hiring process, reflect on what you learned to determine if they will be a good fit.

Negotiating the Job Offer

Be prepared to do research and discuss your expectations professionally, and if you plan to ask for more, you should be prepared to justify why.

1. Research Salary Ranges:

- Research industry standards and salary ranges for your position and experience. Use this information to support your negotiation. Some of the best websites to research are:
 - Salary.com
 - PayScale
 - Glassdoor
 - LinkedIn Salary
 - Bureau of Labor Statistics
 - Indeed
 - Idealist

2. Prioritize Your Needs:

- Identify your priorities, whether it's salary, benefits, or work-life balance. Be prepared to compromise on certain aspects while prioritizing others.

3. Express Enthusiasm:

- Begin the negotiation on a positive note by expressing your enthusiasm for the role.
- Emphasize your interest in contributing to the company's success.

4. Be Professional and Respectful:

- Approach negotiations professionally, avoiding confrontational language. Especially if the offer comes in a lot lower than you expected.

5. Consider the Entire Package:

- Don't focus solely on salary; consider the entire compensation package.
- Evaluate the value of benefits, bonuses, and potential for growth within the company.
- **For an entry-level professional, gaining experience and career growth is invaluable.**

6. Ask for Time to Consider:

- If needed, ask for time to carefully review the offer before finalizing negotiations.
- You do not need to answer right away, but be respectful of their time and ask for **a few days up to a week to decide.**
- Take time to make informed decisions without feeling pressured.

Accepting, Declining, and Negotiating Offer Email Samples

Asking for More Time

- In the phone call to your hiring manager, express appreciation and enthusiasm for the offer. Below is a way to ask for more time to consider the offer.

Dear (Name of Hiring Manager),

Thank you for the offer. I'm very interested, but I'd like a bit more time to carefully evaluate everything. Would it be possible to have [specific timeframe] to make my decision?

Sincerely,

Willy Wildcat

Negotiating an Offer

- Below is some language you could use on the phone or in an email if you want to negotiate an offer.

Dear (Name of Hiring Manager),

I am very excited about this offer and for the opportunity to join your team. After carefully considering the responsibilities of the role and the [share specific skills and experience] that I bring, I believe a salary of [specific amount or range] would be more aligned with market standards and my contributions to the organization. I'm open to discussing this further and finding a mutually beneficial solution.

Sincerely,

Willy Wildcat

- Both you and the employer want to feel good about the outcome.
- Negotiation is easier during this period.
- Asking for a raise larger than normal once you have been at the organization for a while is difficult and will need special approval.
- Approach it with confidence and a clear understanding of your worth and career goals.



Accepting an Offer

- In the phone call or email to your hiring manager, express appreciation and enthusiasm for the offer and ask what steps you should take next to move forward. Always follow up with an email to confirm.

Dear (Name of Hiring Manager),

As discussed, I am happy to accept your offer for the Education and Outreach Coordinator position with a start date of May 20, 20XX. I understand that the annual salary will be \$45,000 and will include the benefits listed in your offer letter on April 15, 20XX.

Please let me know what the next steps are to move forward, and I look forward to being a part of the (XYZ) team!

Sincerely,

Willy Wildcat

Declining an Offer

- In the phone call or email, express your appreciation for the offer and their confidence in your qualifications. Below are some talking points you could use when declining a position.

Dear (Name of Hiring Manager),

Thank you for the offer and your confidence in my qualifications. Unfortunately, I must decline this offer as I have accepted another position that is a better fit for me at this time. I enjoyed learning more about your organization and meeting your team through the interview process, and I hope our paths cross again down the road.

Sincerely,

Willy Wildcat