OFFER NEGOTIATION TIPS

1. NEGOTIATING a job offer is the art of arriving on an employment package that satisfies both the applicant and the employer. A job offer is NOT just compensation, it includes: benefits, your commute, your work structure, your opportunity to grow, and more. Negotiating with finesse is a skill you will master over time. Your goal in the process is be a knowledgeable SELF-ADVOCATE.

2. PREPARE a personal budget worksheet. Know your range: Low meets your needs; high is ideal. RESEARCH the market. You will lose in this dance if you do not know what the industry pays. Make a chart of the skills and qualifications the employer seeks and your skills, then note if you exceed, meet or don’t meet them. Don’t get bullied by not knowing your worth.

3. BE PATIENT. Negotiation takes time. When employers extend an offer, make sure they describe it IN FULL and send it to you in writing. DO NOT say "yes!" right away. DO express ENTHUSIASM and know you can ask for more time. HOLD OUT for the employer to state salary. Then inquire if salary is negotiable. If not, know how to NEGOCIATE other benefits.

4. KNOW what is worth negotiating. Start date, number of vacation days, chance to tele-commute, professional development opportunities, and when you can be reviewed for a salary increase are all potential negotiables. Negotiating on these finer points implies YOU INTEND TO TAKE THE JOB if you can arrive at mutual terms. Be comfortable yet flexible: if you’ve come this far, the organization is demonstrating a commitment to retain you.

5. RESEARCH. Negotiating salary is about your ability to demonstrate that you are informed. First, know your sector: some wages are fixed. Then, once a figure is mentioned, you can negotiate around it using market knowledge, and the articulation of your skills and experience. If an employer’s offer is low, argue for mid or high in the range based on where your experience EXCEEDS qualifications. While it sounds counter-intuitive, ALWAYS inquire if salary is negotiable even when satisfied. Employers admire candidates who know their worth and graciously argue for what they deserve. Wouldn’t you want to hire a skilled negotiator?

WHAT’S YOUR PRICE? TURN THE PAGE

For more information, go to: http://priceschool.usc.edu/careers/internship-job-search/
PRE-NEGOTIATION WORKSHEET

My Personal Salary Range: _________________  –  _________________
Low (budget needs)               High (ideal)

Market Range:   _________________  –  _________________
Low (10%)                       High (90%)

My priorities: (What will you consider in your negotiation?)
☐ Salary                                  ☐ Flextime                               ☐ Life insurance/disability
☐ Retirement                              ☐ Vacation                                ☐ Memberships
☐ Health Care                              ☐ Bonuses                                 ☐ Professional development
☐ Relocation costs                         ☐ Parking                                 ☐ Tuition remission
☐ Housing                                  ☐ Commuter benefits                       ☐ Other
☐ Telecommuting                            ☐ Days off (sick/holidays)

Strengths and Experience:

<table>
<thead>
<tr>
<th>What employer seeks: (Skills, knowledge, qualifications)</th>
<th>What I possess: (Skills, knowledge, qualifications)</th>
<th>Exceed, meet, or did not meet</th>
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