

# 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 **NEGOTIATE** 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?)

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Salary           | <input type="checkbox"/> Flextime                 | <input type="checkbox"/> Life insurance/disability |
| <input type="checkbox"/> Retirement       | <input type="checkbox"/> Vacation                 | <input type="checkbox"/> Memberships               |
| <input type="checkbox"/> Health Care      | <input type="checkbox"/> Bonuses                  | <input type="checkbox"/> Professional development  |
| <input type="checkbox"/> Relocation costs | <input type="checkbox"/> Parking                  | <input type="checkbox"/> Tuition remission         |
| <input type="checkbox"/> Housing          | <input type="checkbox"/> Commuter benefits        | <input type="checkbox"/> Other                     |
| <input type="checkbox"/> Telecommuting    | <input type="checkbox"/> Days off (sick/holidays) |  |

Strengths and Experience:

What employer seeks: (Skills, knowledge, qualifications)	What I possess: (Skills, knowledge, qualifications)	Exceed, meet, or did not meet