How to Evaluate a Job Offer

A job’s value is based on more than just a salary. Benefits matter too. Consider the whole package before negotiating. What benefits matter most to you?

**TYPICAL BENEFITS**
- Health/Dental/Vision/Life Insurance
- Paid Sick/Vacation/Holiday Time

**MORE COMPREHENSIVE BENEFITS**
- Sign-on Bonus
- Relocation Expenses
- Salary Progression
- Retirement
- Profit Sharing/Stock Options
- Tuition Reimbursement
- Overtime
- Commuting/Parking Reimbursement
- Employee Perks
- Flexible Hours
- Telecommuting
- Technology
- Professional Development

**My Benefits Wish List**

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**How to Negotiate Your Salary**

**STEP 1** Do your research.

**SALARY NEGOTIATIONS & CONSIDERATIONS**
- Education
- Experience
- Position
- Skills

**FIND THE SALARY RANGE FOR THE POSITION**
- salary.com
- bls.gov
- payscale.com
- NACEweb.org
- glassdoor.com

**Research The Company**

Company Name: ____________________________

Industry: ____________________________

Location: ____________________________

Remember that salary expectations can vary by location and industry, even if the job responsibilities are similar.

Create a budget to understand your needs and identify a target salary. Not sure where to start? Visit cacareerzone.org/guide/budgetguide for help or mint.com to start tracking your current expenses.

**BUDGET**

<table>
<thead>
<tr>
<th>Expense</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Housing</td>
<td>$</td>
</tr>
<tr>
<td>Groceries</td>
<td>$</td>
</tr>
<tr>
<td>Car</td>
<td>$</td>
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<tr>
<td>Insurance</td>
<td>$</td>
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<tr>
<td>Utilities</td>
<td>$</td>
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<tr>
<td>Cable/Internet</td>
<td>$</td>
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<tr>
<td>Cell Phone</td>
<td>$</td>
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<tr>
<td>Student loans</td>
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<tr>
<td>Savings</td>
<td>$</td>
</tr>
<tr>
<td>Entertainment</td>
<td>$</td>
</tr>
<tr>
<td>Travel</td>
<td>$</td>
</tr>
<tr>
<td>Other</td>
<td>$</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>$</td>
</tr>
</tbody>
</table>

CONTINUED ON THE BACK
Ask yourself:

- Are you completely entry-level?
- Is the job in a field that doesn’t allow for negotiation?
- Is the offer reasonable?

If you answered yes to any or all of these questions, then it’s OK to accept the first offer.

REMEMBER,

YOU are your biggest advocate.

- Be prepared with your research.
- Be persuasive, but flexible.
- Be confident, but not pushy.
- Aim high, but be reasonable.
- Understand the difference between “Here’s my offer …” and “Here’s my final offer …”.
- Helpful phrase: “My research tells me that someone with my skills, education, and qualifications doing this job earns between ____ and ____ with a median salary of ___. What’s your offer?”

What special skills will you bring to the position?
What experiences have prepared you?
What does your research show is typical for someone in this role?

How will you contribute to the organization’s profitability?
What nonmonetary benefits would you consider negotiating?