

WHAT'S MY WORTH?

EVALUATING JOB OFFERS AND NEGOTIATING YOUR SALARY

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

How to Negotiate Your Salary

STEP 1

Do your research.

SALARY NEGOTIATIONS & CONSIDERATIONS

- Education
- Position
- Experience
- 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: _____

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

Housing	\$
Groceries	\$
Car	\$
Insurance	\$
Utilities	\$
Cable/Internet	\$
Cell Phone	\$
Student loans	\$
Savings	\$
Entertainment	\$
Travel	\$
Other	\$
TOTAL	\$

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

CONTINUED ON THE BACK 

STEP 2

Let the employer make the first offer.



STEP 3

Review the offer.

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?”

STEP 4

Prepare a counter offer.

- Aim for a realistic target salary.
- Be explicit in your request.
- Consider nonmonetary benefits.
- Know your bottom line and be prepared to say no.
- Use your research and know your worth. Bring concrete reasons why you deserve a higher salary:

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?

This information is accurate and reliable as of the date of publication, but may change without notice. Please contact the Career Center for the most up-to-date information. (09/20)